



City of Berkeley
Finance Department Revenue Development Division
 2180 Milvia Street, 3rd Floor | Berkeley, CA 94704
 Phone: (510) 981-7305
 Email: revdev@cityofberkeley.info | Website: www.berkeleyca.gov

Utility Users Tax Monthly Remittance Form

Pursuant to [Berkeley Municipal Code 7.70.10](#)

| Business Information (To be completed by utility service provider) | | | |
|---|---|----------------|----------|
| Business Name | | | |
| Business Mailing Address | | | |
| Berkeley Business Location | Reporting Month | Reporting Year | |
| Owner Information | | | |
| First Name | | Last Name | |
| Mailing Address | City | State | Zip Code |
| Phone Number | Email Address | | |
| Calculation of Utility Users Tax | | | |
| Line 1 | Gross Receipts | \$ | |
| Line 2 | Allowable Exemptions | \$ | |
| Line 3 | Taxable Receipts (line 1 minus line 2) | \$ | |
| Line 4 | Amount of Tax Due (7.5% of line 3) | \$ | |
| Line 5 | Penalty 1 (10% of line 4), if applicable, see Notes below: _____ | \$ | |
| Line 6 | Penalty 2 (10% of line 4), if applicable, see Notes below: _____ | \$ | |
| Line 7 | Interest (1% per month from delinquent date of line 4), if applicable, see notes below: _____ | \$ | |
| Line 8 | Total Amount Due (sum of lines 4 through 7) | \$ | |
| <p>Submit your remittance form and payment by mail or online:</p> <ul style="list-style-type: none"> By Mail: Mail completed form with payment to: City of Berkeley – Treasury Office 2180 Milvia Street, 3rd Floor Berkeley, CA 94704. Enclose a check made out to “City of Berkeley.” Online: Email completed form to revdev@cityofberkeley.info and pay online by e-check, Visa or MasterCard at https://www.e-billexpress.com/ebpp/BerkeleyCA/Login/Index. Make sure to enter your business name and the tax filing period in the payment description field so we can correctly apply the payment to your account. <p>Notes:</p> <p>A. Pursuant to Chapter 7.70.10 of the Berkeley Municipal Code the City of Berkeley imposes a tax on the use of telephone, gas, electric, cable television, and cellular telephone services in the City of Berkeley. This tax is known as the Utility Users Tax and the current tax rate is 7.5%.</p> <p>B. Delinquent date is the last day of the month following the close of the reporting period.</p> <p>C. Penalties: If tax is not remitted by the delinquent date, add a penalty of 10% of the amount of the tax. If tax remains unpaid for a period of more than 30 days following the date upon which the remittance first became delinquent, add a second penalty of 10% of the amount of the tax.</p> <p>D. Interest: In addition to any penalties, add interest at the rate of 1% per month on the amount of the tax, from the date on which the tax first became delinquent to the date of payment.</p> | | | |
| I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge and belief. | | | |
| Printed Name | Signature | Date | |