

COUNTY OF ALAMEDA TREASURER-TAX COLLECTOR'S OFFICE  
BUSINESS LICENSE TAX SECTION

**ANNUAL EXEMPTION VERIFICATION FORM**  
**(This form must be submitted annually)**

1. Business Name: \_\_\_\_\_ Start Date: \_\_\_\_\_
2. Business Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_
3. Type of Business: \_\_\_\_\_
4. Business Location(s): \_\_\_\_\_  
\_\_\_\_\_  
(Attach additional sheet to list more unincorporated area locations)
5. Owner(s) Name: \_\_\_\_\_
6. Owner(s) Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_
7. Ownership Type (Check one) & Provide Identification:  
 Sole Proprietorship Social Security Number: \_\_\_\_\_  
 Partnership Federal Tax ID Number: \_\_\_\_\_  
 Corporation Federal Tax ID Number: \_\_\_\_\_
8. Permits & Licenses: California Seller's Permit Number: \_\_\_\_\_  
California Contractor's Permit Number: \_\_\_\_\_
9. Check the appropriate exemption box (see reverse side [page 2] for information):  
 General  
 Non-profit corporation, organization, association  
 Agricultural  
 Physical infirmity, unavoidable misfortune, poverty  
 Board and Care/Nursing Home
10. Describe exempt business activity: \_\_\_\_\_  
\_\_\_\_\_  
**(Attach proof of exempt status such as State or Federal certification or other documents, if any)**

I declare under penalty of perjury that to my knowledge all information contained in this exemption verification is true and correct:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this verification to:** **County of Alameda**  
**Treasurer-Tax Collector's Office**  
**Business License Tax Section**  
**224 W. Winton Avenue, Rm. 169**  
**Hayward, CA 94544**

## Alameda County Ordinance Chapter 3.04. Business License Tax

Exemptions are provided by Section 3.04.450, 3.04.620 and 3.04.630 of the Alameda County Business License Tax Ordinance.

1. **General Exemption** - A business license is not required for transacting and carrying on any business exempt by virtue of the Constitution or applicable statutes of the United States, or of the State of California. The following businesses currently are generally exempt:

### **Exempted by State Laws and Statutes**

Amtrack  
Railroads

### **Exempted by State Laws or Statutes**

Banks  
National banking companies  
Insurance companies  
Blue Cross of California  
Bail bond agencies (Insurance Bonds)  
Title Insurance Companies (as opposed to Title Guaranty Companies)  
Alcoholic beverage manufacturers and/or distributors

2. **Non-profit Organization Exemption** - A business license is not required of any charitable or non-profit institution, corporation, organization, or association organized or conducted for non-profit purposes only and having non-profit tax exempt status under State or Federal law, when the receipts derived are to be used for the benefit of such organizations and not for the private gain of any person.
3. **Agriculture Exemption** - A business license is not required for carrying on the business of agriculture except for the retail of agricultural products not grown or produced by the agricultural business that is exempted.
4. **Exemption for Physical Infirmary, Unavoidable Misfortune or Poverty** - One annual free license fee may be granted by the Tax Collector to any person who merits exemption by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty. The free license may be revoked whenever such conditions no longer exist for the exempt year.
5. **Board and Care/Nursing Home** – A residential and community care facility, which serves six or fewer persons shall not be subject to the business tax assessment. Copy of the state license to operate a board and care/nursing home must be provided.

**Application for Exemption** - An application for exemption statement must be filed annually with the Tax Collector to obtain any of the aforementioned exemptions. Contact the Business License Tax Section of the Tax Collector's Office at (510) 670-6400 to get a copy of the exemption application form.