



**CITY OF  
GLENDALE**  
Finance Department

# MONTROSE BUSINESS IMPROVEMENT DISTRICT SPECIAL BUSINESS ASSESSMENT RETURN

# 2023

See separate instructions for information on completing this return.

Please type or print.

Year Ended: **December 31, 2023** Due: **January 1, 2024** Delinquent If Not Postmarked or Received By: **April 1, 2024**

MSP# <input type="text"/>		If the addressee information requires updating, please complete here:	
Business Address			
Business Name			
Mailing address	City	State Sales Tax Number:	Federal Employer ID Number:
	ZIP Code		

- ☐ Check here if this is a **new business opened after October 1 of this year**. You are only required to pay the minimum special business assessment in accordance with your business type.
- ☐ Check here if this is a **final return**. Please file your return within 30 days after the transfer date or closing of your business.

**Note: Please check the ☐ and complete ALL sections that are applicable to your business.**

<input type="checkbox"/> <b>Independent Contractors</b>	1	Total number of Independent Contractors used in your business	1		
	2	Multiply line 1 by <b>\$250.00</b>	2		
<input type="checkbox"/> <b>Retail and Service Businesses</b> Min. \$250.00 Max. \$5,048.00	3	Total gross receipts	3		
	4	Subtract \$10,000 from line 3. If less than \$0, enter \$0	4		
	5	Multiply line 4 by 0.002	5		
	6	The minimum assessment	6		
	7	Add line 2, 5, and 6	7		
	8	If line 7 is less than <b>\$5,048.00</b> , enter line 7. Otherwise enter <b>\$5,048.00</b> .	8		
<input type="checkbox"/> <b>Retail Fabricator Businesses</b> Min. \$36.00 Max. \$3,156.00	9	Total gross receipts	9		
	10	Subtract \$10,000 from line 9. If less than \$0, enter \$0	10		
	11	Multiply line 10 by 0.00075	11		
	12	The minimum assessment	12		
	13	Add line 2, 11, and 12	13		
	14	If line 13 is less than <b>\$3,156.00</b> , enter line 13. Otherwise enter <b>\$3,156.00</b> .	14		
<input type="checkbox"/> <b>Theaters</b> Max. \$1,261.00	15	Total number of seats	15		
	16	Multiply line 15 by <b>\$1.10</b>	16		
	17	If line 16 is less than <b>\$1,261.00</b> , enter line 16. Otherwise enter <b>\$1,261.00</b> .	17		
<input type="checkbox"/> <b>Other Businesses</b> Min. \$250.00 Max. \$5,048.00	18	Total number of employees	18		
	19	Enter the appropriate amount based on line 18: (a) Five employees or less: <b>\$250.00</b> (b) Six to eight employees: <b>\$756.00</b> (c) Nine to twelve employees: <b>\$2,522.00</b> (d) Thirteen or more employees: <b>\$5,048.00</b> .	19		
	20	Add line 2 and 19	20		
	21	If line 20 is less than <b>\$5,048.00</b> , enter line 20. Otherwise enter <b>\$5,048.00</b> .	21		
<b>Sub Total</b>	22	Enter the highest of line 8, 14, 17 and 21. <b>This is your Assessment.</b> (If paid by February 1, skip line 23-28 and enter this amount on line 30)	22		
	23	Multiply line 22 by 0.25. This is the late payment penalty.	23		
<input type="checkbox"/> <b>Penalty and Interest</b> (If paid after April 1 <sup>st</sup> )	24	Add line 22 and 23.	24		
	25	Multiply line 24 by 0.005	25		
	26	Months delinquent: # of days delinquent ÷ 30, rounded to the nearest 1	26		
	27	Multiply line 25 by line 26. This is the interest charge.	27		
	28	Add line 23 and 27. <b>This is your total penalty and interest.</b>	28		
<b>Total Payment</b>	29	Add line 22 and 28. <b>This is your total payment.</b>	29		

<b>Sign Here</b>	I declare under penalties of perjury pursuant to the laws of the State of California that the forgoing is true and correct.			
	Your Signature	Date	Your Title	Daytime phone number ( ) -

Make checks payable to CITY OF GLENDALE Mail To: Finance Department /141 N. Glendale Ave., Ste. 346 / Glendale, CA 91206