



**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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		If the addressee information requires updating, please complete here: _____	
Business Address _____		State Sales Tax Number: _____	
Business Name _____		Federal Employer ID Number: _____	
Mailing address _____	City _____	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"/> Independent Contractors	1	Total number of Independent Contractors used in your business	1		
	2	Multiply line 1 by \$250.00	2		
<input type="checkbox"/> Retail and Service Businesses 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 \$5,048.00 , enter line 7. Otherwise enter \$5,048.00 .	8		
<input type="checkbox"/> Retail Fabricator Businesses 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 \$3,156.00 , enter line 13. Otherwise enter \$3,156.00 .	14			
<input type="checkbox"/> Theaters Max. \$1,261.00	15	Total number of seats	15		
	16	Multiply line 15 by \$1.10	16		
	17	If line 16 is less than \$1,261.00 , enter line 16. Otherwise enter \$1,261.00 .	17		
<input type="checkbox"/> Other Businesses 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: \$250.00 (b) Six to eight employees: \$756.00 (c) Nine to twelve employees: \$2,522.00 (d) Thirteen or more employees: \$5,048.00 .	19		
	20	Add line 2 and 19	20		
	21	If line 20 is less than \$5,048.00 , enter line 20. Otherwise enter \$5,048.00 .	21		
Sub Total	22	Enter the highest of line 8, 14, 17 and 21. This is your Assessment. <i>(If paid by April 1, skip line 23-28 and enter this amount on line 30)</i>	22		
	23	Multiply line 22 by 0.25. This is the late payment penalty.	23		
<input type="checkbox"/> Penalty and Interest (If paid after April 1 st)	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. This is your total penalty and interest.	28		
Total Payment	29	Add line 22 and 28. This is your total payment.	29		

Sign Here	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