

**CITY OF RICHMOND
FINANCE DEPARTMENT
FINANCE DIRECTOR ADMINISTRATIVE RULING NO. 3
ADMINISTRATIVE RULING AND INTERPRETATION (3.0)**

Authority. Pursuant to Section 7.04.670 of the City of Richmond Gross Receipts Business Tax Measure U, the Director of Finance, upon delegation from the City Manager, hereby adopts the following administrative rulings:

PURPOSE

This Administrative Ruling clarifies certain sections of the Measure U Gross Receipts Tax Ordinance approved by Richmond voters in November 2020.

BACKGROUND

The rulings herein promulgated provides specific apportionment criteria to be used by the City of Richmond staff and the taxpayer in determining application of the Business Tax of gross receipts.

RULING OF THE DIRECTOR OF FINANCE

Measure U Ordinance 7.04.300 (D) *Due Date – All Other Businesses*. States:

“With respect to any persons engaging in any business activities other than residential and non-residential rental businesses activities, annual declarations and business tax payments shall be due by or before July 1 of each calendar year for which a person is issued a business tax certificate, unless the city council, in its discretion, declares a different due date.”

For those businesses with a current expiration date that falls after June 30, 2022 and before December 31, 2022, this ruling provides clarification as to the due date of such business's current business tax for the remainder of calendar year 2022.

A business whose license expires during this time period will receive a renewal notice stating their business license tax is due thirty (30) days after the expiration of their existing business license.

A business that does not submit their payment within that time period is considered delinquent and subject to Measure U 7.04.400 Penalty for nonpayment.

Limitation. This ruling is intended to give general guidance and should not be viewed as providing a definitive solution to all similar situations, as the exact application of the tax will depend on the nature of the service, the manner in which it is billed (e.g., bundled or unbundled), and other factors.

City of Richmond, Deputy City Manager for Director of Finance

Nickie Mastay
Nickie Mastay for Delmy Cuellar

Date: November 3, 2022