

**CITY OF RICHMOND
FINANCE DEPARTMENT
FINANCE DIRECTOR ADMINISTRATIVE RULING NO. 5
ADMINISTRATIVE RULING AND INTERPRETATION (5.0)**

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 provides clarification on a specific subject that is not covered in the Measure U Gross Receipts Tax Ordinance approved by Richmond voters in November 2020.

BACKGROUND

The ruling herein provides specific criteria to be used by the City of Richmond staff and the taxpayer in determining application of penalties and fees related to Business Tax.

RULING OF THE DIRECTOR OF FINANCE

Prior to adoption of Measure U, customers had a thirty (30) day grace period for the payment of business taxes due before late fees and penalties were assessed. Currently, Richmond Municipal Code (RMC) section 7.04 BUSINESS LICENSES does not have language allowing for a similar grace period.

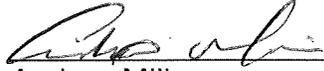
The current due date for all businesses to provide their declaration and payment is by or before July 1, 2023.

Therefore, in order to provide equitable assessment of late fees and penalties, this ruling establishes a thirty (30) day grace period for any business that submits their declaration and tax payment on or before August 1, 2023. Accordingly, these businesses will not be assessed late fees and penalties prescribed by RMC section 7.04 BUSINESS LICENSE.

Any business that submits their declaration and tax payment after the thirty (30) day grace period set forth herein (after August 1, 2023) shall be deemed delinquent and subject to the penalties/fees set forth in RMC section 7.04.400 Penalty for nonpayment.

Limitation. This Ruling and Interpretation is intended to give general guidance and should not be viewed as being applicable 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, Director of Finance

A handwritten signature in black ink, appearing to read "Andrea Miller", is written over a solid horizontal line.

Andrea Miller

Date: August 31, 2023