



CITY OF EAST PALO ALTO
COMPLIANCE DIVISION
8839 N CEDAR AVE #212
FRESNO, CA 93720
(650) 250-5896

[Name]

[Date]

Account No: [##]

Re: City of East Palo Alto Business Tax

Esta carta se refiere a posibles impuestos adeudados a la ciudad de East Palo Alto, llame al (650) 250-5896

Dear Business or Property Owner:

The HdL Companies has been retained by the City of East Palo Alto to assist businesses and property owners in becoming compliant with the City's Municipal Code as it relates to Business Taxes. The Business Taxes apply to various businesses, including individuals or businesses who rent real property (5.08.120) in the City.

It has come to our attention that you may be conducting business in the City of East Palo Alto. At the outset, we would like to take this opportunity to welcome you to the East Palo Alto business community. However, our records indicate that your business may not be in compliance with the City's Business Tax requirements.

Fortunately, the City Council of East Palo Alto has approved an amnesty program for businesses like yours designed to provide time for and to facilitate your timely compliance. The amnesty waives all penalties and interest until 04/02/2023. From 04/03/2023 through 05/17/2023, half of all penalties and interest will be waived. If your business remains non-compliant at the end of the amnesty period, all unpaid taxes, fees, penalties, and interest will be owed.

NOTE: The amnesty program only waives penalties that accrue on the fees and taxes you currently owe. That is, even if you come into compliance during the amnesty period, you would still owe the underlying fees and taxes.

Please complete the following steps to take advantage of the Amnesty Program. All information obtained during the review will remain strictly confidential and be used solely for the City's administration of Business Taxes.

If you do not hold a valid business license in the City of East Palo Alto, please complete the attached application and mail to the return address listed in the top left corner of this letter to begin the payment process. You may also submit your application by:

Email at Eastpaloaltocompliance@hdlgov.com | Fax: (909) 348-0465

If you currently have a valid Business Tax Certificate in the City of East Palo Alto, please contact the Compliance Division at Eastpaloaltocompliance@hdlgov.com and include the account number listed above.

If your business is no longer in business, or you feel as if this message has been received in error, please call into our offices to discuss at (650) 250-5896. We would be happy to assist you with any and all questions.

Sincerely,

City of East Palo Alto
Compliance Division