



DETERMINATION OF EXEMPTION CHECKLIST

Mail: CITY OF VANCOUVER, PO BOX 8995, VANCOUVER, WA 98668-8995
Drop Off: ESTHER SHORT BUILDING, 610 ESTHER STREET, VANCOUVER, WA 98660
Fax: (360) 619-1083 **Email:** business.licenses@ci.vancouver.wa.us
Questions?: www.cityofvancouver.us/businesslicense, email (see above), or (360) 619-1010 ext 3

For Internal Office Use Only

Received On: _____

Discontinued _____ Initials _____

City Limits? No / Yes, to DRS _____

Date: _____ City Business License Customer # (for current City Business Licensees only): _____

Business Name: _____ WA State UBI # _____

Doing Business As (DBA) - if different from above: _____

Type of Business: _____

Physical Address: _____
STREET CITY STATE ZIPCODE

Mailing Address: _____
STREET CITY STATE ZIPCODE

Owner's Name: _____ Contact Number: _____

- Notes:**
- 1) All businesses seeking an exemption must submit this Determination of Exemption Checklist within 14 days of discovery of eligibility for an exemption. **Failure to timely request the exemption may result in tax liability.** See page 2 of this form for interests and penalties.
 - 2) Issuance of an Exemption does not relieve you of complying with all applicable City Building, Fire, and Zoning codes. Also, if your business is conducted from a residence in the City limits, you must complete both pages of the Business License Application; including the *Letter of Compliance* section on page 2, and pay the one-time fee of \$114.51 for a Home Occupation Permit review by Development Review Services (DRS). **Please contact a planner at DRS at (360) 487-7803, regarding code requirements, and/or to confirm if you need a Home Occupation Permit.**

To claim a business license exemption in accordance with Vancouver Municipal Code (VMC) 5.04.075, please check which of the following criteria applies to your business:*

Business generates less than \$12,000 of average annual gross receipts (equal to prior four quarter's gross receipts or the average of its gross receipts for the last three years, whichever is higher) from engaging in business within the City or,

New business is estimated to generate less than \$12,000 of average annual gross receipts from engaging in business within the City for the next four quarters.

Governmental entity engaged in the exercise of governmental functions.

Nonprofit business operated exclusively for a religious purpose.

Nonprofit civic group, service club, or social organization that is not engaged in any profession, trade, calling, or occupation, but is organized to provide civic, service, or social activities.

Nonprofit organization exempt from federal income tax under IRS 501(c)(3) and which does not generate revenues from retail sales or services – **must attach a copy of your current IRS 501(c)(3) exemption certificate issued by the IRS to this form.**

Engage in casual or isolated sales - meaning a sale made by a person who is not engaged in the business of selling the type of property involved.

Engage in business activities that are exempt from business licensing due to preemption by state or federal law – **must provide applicable state law or federal law citation(s):** _____

Medicaid-funded nursing or boarding home. (Nursing home licensed under RCW 18.51 or boarding home licensed under RCW 18.20 which provides care under contract with the State Department of Social and Health Services to persons who are Medicaid recipients.)

****The City reserves the right to request additional documentation for claimed exemptions.***

I hereby declare under penalty of perjury of the laws of the State of Washington that the information contained in this checklist is accurate and complete.

SIGNATURE _____ DATE _____

PRINT NAME OF SIGNATORY _____ TITLE _____ CONTACT PHONE _____

Interest and Penalties

Licensing/renewal. In accordance with Vancouver Municipal Code (VMC) 5.04.140, a business that fails to apply and/or renew its license on time shall pay a penalty in addition to the amount charged for the annual license and surcharge fee as follows:

- ♦ Extensions in excess of 30 days – payment of interest of 0.5% for each 30 days or portion thereof of the tax or fee due.
- ♦ If payment is not received by the last day of the month due, there shall be added to such tax or fee a penalty of 10% of the amount of the tax or fee due, but in no case shall the amount be less than \$25.

Any person violating or failing to obtain and pay for a city business license and surcharge fee, upon conviction thereof, shall be punished by a fine in any sum not to exceed \$1,000, or by imprisonment for a term not exceeding 90 days, or by both such fine and imprisonment. (VMC 5.04.250)

Under-reporting. If the city determines that the number of employees was under-reported by more than 20% at the time of application or renewal, the business shall pay the balance of the applicable per employee business license fee surcharge together with a penalty of 20% of such balance due. The business shall also reimburse the city for any accounting, legal, or administrative expenses incurred by the city in determining the under-reporting or in collecting the additional amounts. (VMC 5.04.095.J)

Over-reporting. A licensee may request that the City refund a portion of the per employee business license fee surcharge overpaid on the basis that the business miscounted the number of employees by more than 20%, resulting in payment of an excess surcharge. The request must be in writing and the City must receive the request and all supporting documentation no later than 60 days after the end of the licensee's business license year in which the error was made. If the City is satisfied that the licensee paid an excess surcharge, then the City will refund the excess surcharge for the immediately preceding license year. (VMC 5.04.095.I)

This worksheet is provided as a convenience for businesses, and is not inclusive of all of the laws and regulations of the Vancouver Municipal Code related to business licensing. For a copy of the ordinance or further information about business licensing, please visit our website at: www.cityofvancouver.us/businesslicense, email: business.licenses@ci.vancouver.wa.us, or call: 360-619-1010 ext 3.