CITY OF SANTA CRUZ UTILITY USERS TAX RETURN

TAX PERIOD: (MONTH, YEAR):

TYPE OF UTILITY SERVICE:
(Submit separate form for each type)

1. **GROSS SERVICE CHARGES**		$
2. LESS: TAX EXEMPTION (ATTACH EXPLANATION AND SUPPORTING DOCUMENTS)	$	Do not write here
3. LESS: RESIDENTIAL EXEMPTION	$	
4. **NET SERVICE CHARGES**		$
5. LESS: AUTHORIZED REFUNDS		$
6. LESS: OTHER DEDUCTIONS (ATTACH EXPLANATION AND SUPPORTING DOCUMENTS)		$
7. **TAXABLE SERVICE CHARGES**		$
8. **TAXES DUE (8.5% OF LINE 7)**		$
9. AMOUNT OF TAXES PAID WITH RETURN		$
10. AMOUNT OF UNDERPAYMENT (ATTACH EXPLANATION)		$
11. AMOUNT OF OVERPAYMENT (ATTACH EXPLANATION)		$
12. PENALTIES (IF ANY)		$
13. INTEREST (IF ANY)		$

Name and Address of Operator:

The undersigned certifies that the information set forth in this return is true and accurate.

_____
SIGNATURE and TITLE

PHONE NUMBER:_____

Mail completed return with your remittance to the City of Santa Cruz, Finance Department 809 Center Street, Room 101, Santa Cruz CA 95060. Please call 831-420-5070 with any questions regarding your account. A return must be filed for zero charges.

Directions for completing return by line item:

1. Gross service charges are all charges billed to service users for utilities.
2. Tax Exemption: Governmental entities are exempt from the tax. On a semiannual basis, please provide a list of all governmental entities claiming the exemption.
3. Residential Exemption: The first $100.00 of monthly charges for combined gas and electricity services is exempt from this tax for seniors (65 or older) and for customers receiving a discount through the Pacific Gas and Electric Company's California Alternate Rates for Energy (CARE) Program.
4. Net Service Charges: Line 1 less lines 2 and 3.
5. Authorized Refunds: Taxes that were illegally or erroneously collected and were refunded to utility users. Credit for refunds must be claimed within three years from the date of overpayment. Please submit a list with each return of such users, including name, address, and amount of the refund.
6. Other Deductions: Other deductions are adjustments to the tax due to an error in calculating the charges for utilities.
7. Taxable Service Charges: Line 4 less lines 5 and 6.
8. Taxes Due: Line 7 multiplied by 8.5%.
9. Amount of Taxes Paid with Return: Amount of remittance sent with return.
10. Amount of Underpayment: Taxes that were not collected because a service user intentionally refused to pay the tax. Taxes on accounts that were assigned to a collection agency and bad debts that were written off. Please submit a list with each return of such users, including name, address, charges subject to tax, and the tax billed.
11. Amount of Overpayment: Collection of taxes on accounts that were previously assigned to a collection agency and/or bad debts that were previously written off.
12. Penalties: Returns are due monthly on or before the last day of the following month. Any service supplier who fails to remit any tax imposed within the time required shall pay a penalty of ten percent of the amount of the tax for each month late, up to a maximum of fifty percent of the tax owed.
13. Interest: In addition, to the penalties imposed, a service supplier who fails to remit any tax imposed by this ordinance shall pay interest at the rate of one and one-half percent per month or fraction thereof on the amount of tax.