



**CITY OF BURBANK
FINANCIAL SERVICES DEPARTMENT
UTILITY USERS TAX REMITTANCE FORM**

301 EAST OLIVE AVENUE
SUITE 200 - 2ND FLOOR
BURBANK, CA 91502

**TAX PERIOD COVERED _____
(prepare separate remittance form for each tax period)**

Payment due no later than the twentieth day of the following month.
Penalties (15%) and interest (.75% monthly) will be imposed on delinquent payments.

Name of Utility Service Provider _____

Company FEIN No. _____

Utility Service Provider Address _____

[Gas; electricity; wired or wireless telecommunications including conferencing, text messages, private communication services. Direct sellers of prepaid wireless should remit UUT separately from postpaid wireless – Rev. and Tax. Code §42010(f)(3) effective January 1, 2013]

Type of Utility Service _____

Must Check One
Applicable Tax Percentage

_____ 6.5 % Prepaid Wireless Type

_____ 7 % All other Type

Gross charges (including taxes and surcharges) _____

Deductions [Taxes, Resale Sales, Exempt Accounts] _____

Non-Standard Adjustments* _____

Net taxable charges _____

Penalties (15%, if applicable) _____

Interest (0.75% monthly, if applicable) _____

Total Remittance _____

*Describe any non-standard adjustments (Note: do not reduce your UUT remittance to adjust for over-collection of the tax from customers. Per ordinance, such adjustments require prior City approval):

I declare, under penalty of perjury, that to the best of my knowledge and belief the statements herein, and any attachments hereto, are true and correct.

Signature _____

Date _____

Print Name _____

Phone _____

Check One
Payment by Check

Instructions

Make check payable to City of Burbank Financial Services
Remit To: Financial Services – Revenue P.O. Box 6459, Burbank, Ca. 91510
Complete, sign, and return original remittance – keep copy for your records

Payment by EFT/ACH/Wire

Prior to scheduling payment complete, sign and Email remittance
Email remittance to: AccountsReceivable@burbankca.gov
Reference "UTILITY USERS TAX – MONTH OF PAYMENT" in Memo of wire