RENEWAL INSTRUCTIONS FOR NEWLY REGISTERED BUSINESSES

Thank you for registering your new business with the City of Oakland Business Tax Office. The Business Tax Certificate (license) will be mailed approximately 4 weeks after the registration payment is posted to your account.

- The Business Tax Rates vary depending upon the classification (type) of business.
- 2022 First Year Tax and 2023 Second Year Estimated Tax are both due: January 1 – March 1, 2023.
- Failure to file your Renewal Declaration by the deadline date of March 1, 2023 may subject you to a $50.00 “Failure to File” fee, in addition to penalty and interest.
- If your business is still active, you must file and pay the annual business tax whether gross receipts were generated or not.
- Annual Renewal Declarations are sent by the United States Postal Service in December of each year as a courtesy to business owners. Our office is not required to send a renewal notice to you. It is the responsibility of the business owner to file and pay the Business Tax on or before the due date.
- If needed, you may request a 45-day extension to pay your business tax. This extension must be requested in writing on or before March 1, 2023 and submitted to the Business Tax Office. You cannot request this extension by telephone.
- Once your business discontinues or is sold, pay any applicable business tax that may be due. Business tax accounts are not automatically closed when a business is sold or discontinued. You must submit a written request to cancel your Business Tax Certificate.

TO RENEW ON LINE, GO TO: HTTPS://LTSS.OAKLANDNET.COM