Please return completed tax return to:
City of Vallejo · Commercial Services Division · 555 Santa Clara Street · Vallejo, CA 94590
Phone: (707) 648-4347 Fax: (707) 649-5407 www.ci.vallejo.ca.us
Office Hours: Monday - Friday 8:30 a.m. to 5:15 p.m.
Vallejo Municipal Code Chapter 3.12 and 3.13

UTILITY USER TAX MONTHLY TAX RETURN

The Utility User Tax is imposed on every person in the City of Vallejo using electricity and gas at the rate of 7.5% of utility charges, and communication services at the rate of 7.3% of communication charges. Utility User Tax filings are due on or before the twentieth (20th) day of each calendar month for the total gross receipts and the amount of the tax owed for the preceding calendar month, and become delinquent thereafter.

Note: TAX DELINQUENT IF NOT RECEIVED WITHIN 20 DAYS FROM END OF TAX MONTH

Monthly Report For Tax Period Ending: Month _____ Year _____

FILL IN ALL SERVICES PROVIDED					
○ Electricity	Telephone Communication Services	○ Land Line	○ Wireless	○ VOIP	○ Final Statement Date closed/sold (mm/dd/yyyy)
○ Gas	Video Services	○ Cable	○ IP_TV	○ Satellite	__ / __ / ____

Service Supplier Name: _____ Business Phone Number: _____

Business Address: _____ Name of Contact: _____

CALCULATE TAX DUE: Click in each box below to input amounts:

Line 1. Gross Receipts for Period	
Line 2. Adjustments (Must be itemized, documented and attached)	
Line 3. Taxable Gross Receipts (Subtract line 2 from line 1)	
Line 4 (a). Tax Due: Electricity and Gas 7.5% of Line 3 (Multiply line 3 by 0.075)	
Line 4 (b). Tax Due: Communication Services 7.3% of Line 3 (multiply line 3 by 0.073)	
Line 5. Penalty: 15% penalty assessed on the first day after the due date if the tax has not been paid (multiply line 4(a) and/or 4(b) by 0.15)	
Line 6. Interest on Tax Due: Applies to Communication Services Only: (number of days past due, multiplied by line 4 (b), and multiplied by 0.0002465753424)	
Line 7. Total Utility User Tax Due (add lines 4(a) thru 6)	

SIGNATURE AND DATE

I declare under the penalty of perjury under the laws of the State of California that I am an authorized representative of this service supplier and I have examined the foregoing utility users tax statement including any accompanying schedules and worksheets, and the information thereon is to the best of my knowledge and belief, true, correct, and complete and fully compliant with all the requirements for service providers of utility services provided in Chapter 3.12 and 3.13 of the Vallejo Municipal Code.

Authorized Signature: _____ Date: _____

Print Name: _____ Contact Phone Number: _____