

Grand Terrace, CA Online Filing for RENEWALS

Website Address: www.bizlicenseonline.com

Who can renew online? All businesses that receive a 2015 renewal package from MuniServices can file for 2015 online.

What information does a First Time User on the website need before starting clicking on Sign Up?

1. Must be an authorized agent of the business and authorized to file a business license return.
2. MuniServices Account Number - This is located on any correspondence received from MuniServices.
3. Online Access Code
4. Specific company information – Mailing address, physical location, owner info, etc.
5. If a business' license is based on gross receipts, the User should have the gross receipts information ready for data entry.

New to www.bizlicenseonline.com? New Users/First Time Users to the website will need to click on, "Sign Up: Business Account." The Sign Up process will walk the User through setting up their online account, including a username/password.

Returning User to www.bizlicenseonline.com? After the initial Sign Up process of creating a username/password and creating a return, returning Users will simply have to "Log On" year after year with the username/password that was created.

If a User has filed for another municipality through www.bizlicenseonline.com in the past, the existing username/password that he/she created can be used. The User simply will need to setup a Return for Grand Terrace on the business' profile.

What information does a returning User on the website need before filing? Returning Users to www.bizlicenseonline.com will need their existing username/password. If the User has forgotten his/her password, there is a "forgot?" link on the main page for assistance.

What payment methods are available through online filing? ACH Debit (Checking or Savings) and Credit Card (Visa, MC, Disc)

What is an Originator ID? Users who have Debit Protection, Withdrawal Filtering or any type of block on their bank accounts must provide an Originator ID to their financial institution to avoid a payment being returned. Their financial institution uses Originator IDs to allow the taxing authority to authorize and process payments. The Originator ID for MuniServices is: 1541794735.

Can a return be edited, unfiled or deleted? As long as MuniServices has not yet reconciled the return, a User can edit, unfile or delete a return. The User will see "Unfile" listed as an option on the Filing History page if a return has not been reconciled by MuniServices. (Home page → Filing History)

Can a return confirmation be reprinted? Yes. The User simply needs to go to the Filing History page to Print/View a copy of the return.

Need Assistance?

Users can easily locate the phone number for MuniServices and/or click on an email link for Support. Support information is conveniently located in the footer on each page through the online filing process.

MuniServices 1.866.240.3665 | e-Gov 1.800.227.7059 | RDS 1.800.556.7274
bizlicensesupport@muniservices.com | support@bizlicenseonline.com | bizlicensesupport@revds.com

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First Time Users - Get Started: Sign In



Username

Password

remember me [forgot?](#)

LOG ON

SIGN UP

BUSINESS ACCOUNT

Business Account

For business owners or companies who need to file for a single business or a single business which can have multiple locations.

PRACTITIONER ACCOUNT

Tax Preparer, CPA, or Practitioner Account

For tax preparers, CPAs and filing practitioners who manage multiple business accounts for multiple clients.

Enter User Information.



*** Test site for administrators only - do not use this site to file returns. ***

Registration

Security Question

Additional Info

Return Setup

New Account

To start submitting your tax returns electronically, complete the following information and set up a username and password. [Click here to view the Quick Start Guide.](#)

Any personal information collected is used within BizLicenseOnline to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

Current Checking/Savings account information will be required when paying via ACH Debit.

In addition to ACH Debit, BizLicenseOnline now accepts Credit Cards (Visa, MasterCard, Discover).

There is a 3% convenience fee/surcharge for submitting payment via Credit Card.

GARDEN CITY, GEORGIA:

Online filing is not available for **NEW** businesses or existing businesses that have **MOVED OR CHANGED LOCATIONS** since the last renewal. Please contact the **RDS Business License Department** for additional information toll free at **(800) 556-7274** or bizlicensesupport@revds.com.

* Denotes a required field

User Account Information

This information refers to the person responsible for creating this account and/or filing of returns.

First Name: *
Last Name: *
Title: *
Phone: *
Fax:
Email: *
Confirm Email: *

Sign In Information

Please write down and store in a secure place.

Username: *
New Password: *
Re-enter New Password: *

Business Information

Business Information is used to create a physical business location. If your business information does not represent a physical business location and/or you would like to add additional physical business locations, you will be prompted to choose that option in Step 3: Additional Info.

Company: *
Trade Name: *
Have you registered this trade name?
 Yes No

Physical Address

Address 1: *
Address 2:
City/Town: *
Zip: *
Country: *
State: *
Phone: *

Business Type: *
 Sole Proprietorship General Partnership Corporation LLC - Single Member
 LLP Government Agency Non-Profit LLC - Multi Member
 Professional Association Other

SSN/FEIN:

Number of Employees:

Select a Secret Question.

The screenshot shows the Biz License Online.com registration interface. At the top left is the logo with a blue 'B' in a circle and the text 'Biz License Online.com'. The background features a cityscape with a suspension bridge. A navigation bar contains four steps: 'Registration', 'Security Question' (highlighted in blue), 'Additional Info', and 'Return Setup', connected by arrows. A red notice reads '* Test site for administrators only - do not use for production'. Below the navigation bar is the heading 'Set Your Login Secret Question and Answer' followed by a dashed line. A paragraph explains that users will be asked a question if they forget their password or need to reset it, and that the answer should be something they always know. Five suggestions are listed: 1. What is the first and last name of your first boyfriend or girlfriend? 2. Which phone number do you remember most from your childhood? 3. What was your favorite place to visit as a child? 4. Who is your favorite actor, musician, or artist? 5. What is your favorite hobby? Below the suggestions are two input fields: 'Secret Question:' and 'Secret Answer:' (with a '(20 Characters Max)' label). At the bottom are 'SAVE' and 'CANCEL' buttons.

Biz License Online.com

* Test site for administrators only - do not use for production

Registration → **Security Question** → Additional Info → Return Setup

Set Your Login Secret Question and Answer

If you forget your password or must reset an expired password, you will be asked the question below and must provide the answer. The answer should be something that you will always know. Here are a few suggestions for the question:

- What is the first and last name of your first boyfriend or girlfriend? Use this question?
- Which phone number do you remember most from your childhood? Use this question?
- What was your favorite place to visit as a child? Use this question?
- Who is your favorite actor, musician, or artist? Use this question?
- What is your favorite hobby? Use this question?

Secret Question:

Secret Answer: (20 Characters Max)

SAVE **CANCEL**

Ability to Add Additional Business Locations if Needed (optional)

- For businesses who have operate more than one business location under the same FEIN and same MuniServices account # to add locations on their profile
- This allows them to file each location separately under one username/password.
- If not applicable, simply select Yes since the business location was entered on the previous page.

Registration → Security Question → Additional Info → Return Setup

Are you finished adding Business Locations?

Corporate/Business Information refers to the Corporate Headquarters for larger businesses or the physical location for small businesses. [More Info...](#)
Location Information Section allows larger corporations to input multiple physical locations. Every account should have at least one location. [More Info...](#)

Corporate/Business Information

Company: *

Phone: *(xxx-xxx-xxxx)

Fax: (xxx-xxx-xxxx)

E-Mail: *

Business Address

Line 1: *

Line 2:

City/Town: *

Zip: *

Country: *

State: *

Owner's Information

Name: *

Phone: *

Date of Birth:

Driver's License Number:

Address 1: *

Address 2:

City/Town: *

Zip: *

Country: *

State: *

Business Type: *

Sole Proprietorship General Partnership Corporation LLC - Single Member

LLP Government Agency Non-Profit LLC - Multi Member

Professional Association Other

Number of Employees:

Return Setup

****This is the only time that a new User will need to do this step.**

* Test site for administrator

1 Registration →
 2 Security Question →
 3 Additional Info →
 Return Setup

Return Setup

Set up a new return

State:

Type:

Return: *See table below for already setup returns.*

Location: *Click here to add a new business location.*

Authority Account Number: *This is a unique account number assigned to your business.*

Filing Status:

Return Information Table

The returns below have already been set up. Click 'Edit' to update Filing Status or Tax Authority Account Number. Then click 'Update' to save the information.

- State: California
- Type: Grand Terrace Business License
- Location: If the User only has one location set up on the account, it will be the default.
- Authority Account Number: MuniServices Account #
- Filing Status: Annually
- Click Add Return.
- The information should add to the grid at the bottom.
- Are you finished setting up your Returns? Yes.

Administrators only - do not use this site to file returns. *

1 Registration →
 2 Security Question →
 3 Additional Info →
 Return Setup

Are you finished setting up your Returns?

Return Setup

Set up a new return

Your return has been added to the table below. To file this return click [HERE](#) or click File Return on the menu bar.

State:

Return: *See table below for already setup returns.*

Location: *Click here to add a new business location.*

Authority Account Number: *This is a unique account number assigned to your business.*

Filing Status:

Return Information Table

The returns below have already been set up. Click 'Edit' to update Filing Status or Tax Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status		
Grand Terrace Business License	Test	350774	Annually	Edit	Delete

File Return

The screenshot shows the 'File Return' page on the Online.com website. At the top, there is a navigation bar with links for Home, File Return, File History, Edit Account, Support, and Frequently Asked Questions. Below the navigation bar is a warning: 'This site is for administrators only - do not use this site to file returns.*'. A process flow diagram shows five steps: SELECTION (New Return), PREPARE (Enter Data), PAYMENT (Process Payment), FILE (Return/Remittance), and CONFIRMATION (Print Return). The main content area is titled 'File Return' and contains instructions: 'Select the state, return, filing period and location you would like to file for. Click the Next button to continue to the electronic return.' There are four numbered steps, each with a dropdown menu: 1. Select State: <Select State>, 2. Select Return: [Select Return], 3. Select Filing Period: [Select Period], and 4. Select Location: [Select a Location]. Below these steps are two buttons: CANCEL and NEXT. At the bottom of the page, there are contact numbers for MuniServices: 1 866 340 3655, 1 800 337 7658, and 1 800 556 7374.

- Select State: California
- Select Return: Will Default to Grand Terrace Business License
- Select Filing Period: Defaults to current license period
- Select Location: Will default to Location if only one physical location has been set up on the online account.
- Has this physical location changed in the past 12 months, or is this a NEW business?
 - If no location change and not a NEW business, the User should select No on this question.
 - If the User selects Yes, a message will pop up advising him to contact MuniServices.
- Click Next.
- Enter Online Access Code: Listed on the MuniServices reminder notice.
(9911__ (MuniServices Account #)____)

Calculation Worksheet

Grand Terrace Business License

(2 - 00) GNPDES - BASED ON GROSS RECEIPTS

Filing Period: 2015

File Date: 05/29/2015 

Return will not be filed until the FILE DATE specified above.
When payment is made with a bank account, payment will not be processed until the FILE DATE specified above.

Using the specified start date, this return will be delinquent. Penalties will be added to the total amount due.

Previous Year - 2014	
Actual Gross Receipts from Previous Year	\$0.00
Calculated License Tax Due	\$30.00
Amount of Business License Tax Paid Last Year	\$30.00
Adjustment	\$0.00
Current Year - 2015	
Estimated Gross Receipts	\$0.00
Calculated License Tax Due	\$30.00
Subtotal	\$30.00
Additional Calculations	
Penalty	\$9.00
NPDES Fee (if applicable)	\$80.00
CA Senate Fee SB-1186	\$1.00
Subtotal	\$120.00
Available Credit/Outstanding Balance	\$0.00
Total Amount Due	\$120.00

Click NEXT to proceed to the next screen.

CANCEL

SAVE

NEXT

- The worksheet is customized for each renewal User.
 - The above example is for an account that is coded as GNPDES.
 - If the account is coded for a flat fee or unit based category, the worksheet calculation will only show the fields that are applicable to that specific calculation.
- File Date: Defaults to current date. The User can “warehouse” the payment if paying via ACH debit (checking/savings), but the current date must be used for all credit card transactions.
- If the User decides to “warehouse” the payment past the due date, penalties will calculate. The User will receive a message advising that the return will be considered delinquent.
- If the NPDES fee is coded for the renewal, it will automatically be added.
- The CA Senate Fee is automatically added.
- If the account is showing a credit on the account, it will be listed and applied toward the license calculation.

Select a Payment Method.

Two options:

1. Pay via ACH Debit (checking/savings)
2. Pay via Credit Card (Visa, MC, Disc)

* Test site for administrators

Select a Payment Method

Please select a payment method below:

Jurisdiction or Return Name	Amount Due	Convenience Fee/ Surcharge	Total Due
Grand Terrace Business License	\$120.00	\$0.00	\$120.00
Total	\$120.00	\$0.00	\$120.00

The tax due for this return is \$120.00. File/Payment date selected: 5/29/2015 ⓘ

e-Pay from a New Checking or Savings Account
 e-Pay with a Credit Card ⓘ

Account type:

Routing number:

Verify Routing number:

Account number:

Verify Account number:

What type of account is this? Business Individual

Business Name:

Address (Line 1):

Address (Line 2):

City:

Zip:

Country:

State:

Remember my account information so I don't have to enter it again.

Select a Payment Method

Please select a payment method below:

Jurisdiction or Return Name	Amount Due	Convenience Fee/ Surcharge	Total Due
Grand Terrace Business License	\$120.00	\$0.00	\$120.00
Total	\$120.00	\$0.00	\$120.00

The tax due for this return is \$120.00. File/Payment date selected: 5/29/2015 ⓘ

e-Pay from a New Checking or Savings Account
 e-Pay with a Credit Card ⓘ

Note: Please use caution when selecting Credit Card as your payment type. Once your return has been filed, you will NOT be able to un-file the return since the payment has already been processed. Also, the File/Payment date must be set to the current date. If this is not the case, click the Back button below to change the File/Payment date. A 0.00% convenience fee/surcharge is added for all credit card payments.

Credit Card Type:

Card Number:

Expiration Date:

Name and address must match the name and address on your credit card account.

What type of account is this? Business Individual

Business Name:

Address (Line 1):

Address (Line 2):

City:

Zip:

Country:

State:

View/Print a Copy for Your Records.

Sample confirmation print-out for a gross receipts based license is below.



Confirmation # IWIREAETJQ

MuniServices Account # 350774

Grand Terrace Application For Business License

Business License/Type (2 - 00) GNPDES - BASED ON GROSS RECEIPTS

Company Name <u>Test</u>	Telephone <u>205-423-4145</u>
Trade Name <u>TEST</u>	
Location Name <u>TEST</u>	
Mailing Address <u>111 Test</u>	<u>Test, CA 11111</u>
Physical Address <u>111 Test</u>	<u>Test, CA 11111</u>

Gross Receipts Based License	
Previous Year	
Actual Gross Receipts from Previous Year	\$0.00
Calculated License Tax Due	\$30.00
Amount of Business License Tax Paid	\$30.00
Adjustment	\$0.00
Current Year	
Estimated Gross Receipts	\$0.00
Calculated License Tax Due	\$30.00
Flat Fee License	
Calculated License Tax Due	\$0.00
State License Number (Contractor License)	
Unit Based License	
Number of Units	0
Calculated License Tax Due	\$0.00
Additional Calculations	
License Subtotal	\$30.00
Penalty (if paid after the due date)	\$9.00
NPDES Fee (if applicable)	\$80.00
CA Senate Fee SB-1186	\$1.00
Subtotal	\$120.00
Available Credit/Outstanding Balance	\$0.00
Total Amount Due	\$120.00
Payment Type	Checking/Savings
Total Remitted	\$120.00

RENEWALS: ALL annual licenses expire on December 31st of each year. Business license renewals are due on or before the last day in January.

NEW Businesses Located Inside the City Limits of Grand Terrace: If you are a new business located in Grand Terrace, a business relocating to Grand Terrace or a business changing locations within Grand Terrace, you will need to contact Community Development regarding zoning approval at (909) 824-6621 ext. 3. Completion and payment online of a new business application do not confirm approval for operating a business in Grand Terrace. APPLICANT(S) MUST RECEIVE FINAL APPROVAL FROM THE CITY BEFORE AN OFFICIAL LICENSE CAN BE ISSUED AND BEFORE OPERATING WITHIN THE CITY LIMITS OF GRAND TERRACE. Failure to receive the proper zoning or City approvals will delay the issuance of a business license.

NEW Businesses NOT Located Inside the City Limits of Grand Terrace: The confirmation number printed on this online receipt serves as your business' temporary business license. It is valid for no longer than 30 days from the date of application or until a business license has been issued if sooner than 30 days.

Prorated Fees: Prorated fees apply only to new businesses in the first year that pay based on a fixed rate. See Prorated Fee Table for rates.

ALL LICENSES: If your license requires proof of certification and/or City approval before it can be issued, your license will be processed and automatically placed in a pending status until such proof or approval is received. Once approval has been received, MuniServices will be authorized to release your license as long as all other criteria has been met.

Questions? Contact MuniServices, LLC toll free at (866) 240-3665 or at blzlicensesupport@muniservices.com

I acknowledge that the City of Grand Terrace's issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Grand Terrace's issuance of a Business License does not waive the City of Grand Terrace's right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby declare under the penalty of perjury that to the best of my knowledge and belief the statements made on this application are correct and true.

Taxpayer's Signature Test test **Date Filed** 5/29/2015

Disclaimer: Please note that the administration and rate changes on the MuniServices, LCC Advisory and MuniServices, LCC tax forms are updated once the required information has been received, verified and validated in compliance with MuniServices, LCC policy. Any information received before or after the publication of a MuniServices, LCC Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. MuniServices, LLC is not responsible for incorrect information and/or improper use of the information provided. All updates are completed on a timely basis once the requirements have been met. For the most current MuniServices, LCC administration and/or rate information provided, please visit our website at www.revds.com.

Example of Contractor Calculation Page

Note: State License # is required for all contractors.

Grand Terrace Business License

(13 - 00) CONTRACTOR - ALL OTHERS

Filing Period: 2015

File Date: 05/29/2015

Return will not be filed until the FILE DATE specified above.
When payment is made with a bank account, payment will not be processed until the FILE DATE specified above.

Using the specified start date, this return will be delinquent. Penalties will be added to the total amount due.

Calculated License Tax Due	\$80.00
Enter State License #	1111
Subtotal	\$80.00
Additional Calculations	
Penalty	\$24.00
CA Senate Fee SB-1186	\$1.00
Subtotal	\$105.00
Available Credit/Outstanding Balance	\$100.50
Total Amount Due	\$205.50

Click NEXT to proceed to the next screen.

[CANCEL](#) [SAVE](#) [NEXT](#)

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Example of a Flat Fee Based Calculation Page



* Test site for ad

Grand Terrace Business License

(20 - 00) PROFESSIONAL, OUTSIDE (E.G., ENGINEER, PHYSICIAN)

Filing Period: 2015

File Date: 06/01/2015

Return will not be filed until the FILE DATE specified above.
When payment is made with a bank account, payment will not be processed until the FILE DATE specified above.

Using the specified start date, this return will be delinquent. Penalties will be added to the total amount due.

Calculated License Tax Due	\$80.00
Subtotal	\$80.00
Additional Calculations	
Penalty	\$32.00
CA Senate Fee SB-1186	\$1.00
Subtotal	\$113.00
Available Credit/Outstanding Balance	\$0.00
Total Amount Due	\$113.00

Click NEXT to proceed to the next screen.

[CANCEL](#) [SAVE](#) [NEXT](#)

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Example of a Unit Based Calculation Page

* Test site for administrators only - do not use



Grand Terrace Business License

(17 - 00) DELIVERY BY VEHICLE

Filing Period: 2015

File Date: 06/01/2015

Return will not be filed until the FILE DATE specified above.
When payment is made with a bank account, payment will not be processed until the FILE DATE specified above.

Using the specified start date, this return will be delinquent. Penalties will be added to the total amount due.

Enter # of vehicles	2
Calculated License Tax Due	\$70.00
Subtotal	\$70.00
Additional Calculations	
Penalty	\$28.00
CA Senate Fee SB-1186	\$1.00
Subtotal	\$99.00
Available Credit/Outstanding Balance	-\$17.22
Total Amount Due	\$81.78

Click NEXT to proceed to the next screen.

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