



CITY OF BURBANK
FINANCIAL SERVICES DEPARTMENT
UTILITY USERS TAX REMITTANCE FORM

TAX PERIOD COVERED \_\_\_\_\_ (enter Month and Year)
(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

Applicable Tax Rate 7% or
Prepaid Wireless Rate 6.5%

Gross charges (including taxes and surcharges)

Deductions [Taxes, Resale Sales, Exempt Accounts]

Non-Standard Adjustments\*

Net taxable charges

Applicable Tax Rate (check one)

7% [ ] 6.5% [ ]

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

Title

Email Address

Phone

Payment by Check Instructions

Make check payable to City of Burbank Financial Services
Remit To: Financial Services – Revenue 301 E. Olive Ave. Suite 200 Burbank, CA. 91502
Complete, sign, and return original remittance – keep copy for your records

Payment by EFT/ACH/Wire Instructions – email us for bank instructions

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

The information that you provide in this remittance form will be maintained as confidential under Rev. and Tax. Code