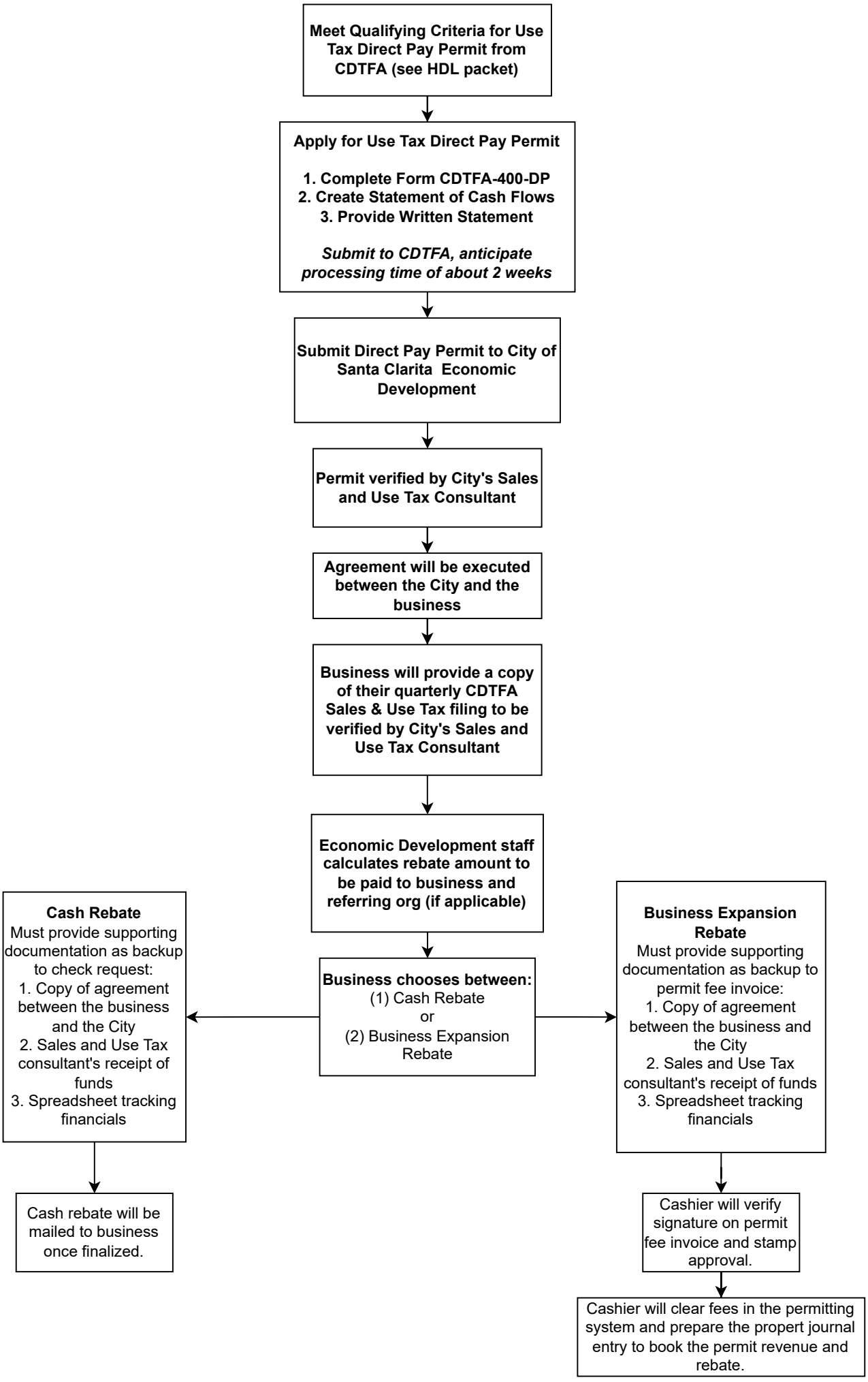
Meet Qualifying Criteria for Use Tax Direct Pay Permit from CDTFA (see HDL packet)
Apply for Use Tax Direct Pay Permit
1. Complete Form CDTFA-400-DP
2. Create Statement of Cash Flows
3. Provide Written Statement
Submit to CDTFA, anticipate processing time of about 2 weeks
Submit Direct Pay Permit to City of Santa Clarita Economic Development
Permit verified by City's Sales and Use Tax Consultant
Agreement will be executed between the City and the business
Business will provide a copy of their quarterly CDTFA Sales & Use Tax filing to be verified by City's Sales and Use Tax Consultant
Economic Development staff calculates rebate amount to be paid to business and referring org (if applicable)
Business chooses between:
(1) Cash Rebate
or
(2) Business Expansion Rebate
Cash Rebate
Must provide supporting documentation as backup to check request:
1. Copy of agreement between the business and the City
2. Sales and Use Tax consultant's receipt of funds
3. Spreadsheet tracking financials
Cash rebate will be mailed to business once finalized.
Business Expansion Rebate
Must provide supporting documentation as backup to permit fee invoice:
1. Copy of agreement between the business and the City
2. Sales and Use Tax consultant's receipt of funds
3. Spreadsheet tracking financials
Cashier will verify signature on permit fee invoice and stamp approval.
Cashier will clear fees in the permitting system and prepare the propert journal entry to book the permit revenue and rebate.