



# OKTOBERFEST 2019 FOOD VENDOR Application

Beautiful Downtown Campbell  
October 19-20, 2019

Rules & Regulations, Signature of Waiver, Food Vendor, Menu  
& Calculation of Fees, Department of Health (DEH) Information

**\*Please read carefully, as changes have been made to this application due to City of Campbell,  
County Fire and Department of Health Department regulations\***

This event is located in beautiful, historic downtown Campbell, California.

Attendance estimates are about 50,000 visitors over the weekend.

This is a fun entertaining family Festival with fine arts & crafts, business vendors, commercial vendors,  
food vendors, Gordon Biersch Beers, wine and continuous live entertainment.

***For more information please contact:***

Campbell Chamber of Commerce

408 378-6252 tel | 408 378-0192 fax | [info@campbellchamber.net](mailto:info@campbellchamber.net)

***Mail completed applications to:***

267 E. Campbell Avenue, Suite C, Campbell, California 95008





## 2019 CAMPBELL OKTOBERFEST FESTIVAL APPLICATION

**OKTOBERFEST** features food booths, local wine and fine beers. Along with live entertainment, fine arts & crafts, local business vendors and our kids zone. **Oktoberfest** will be held **October 19-20, 2019** in downtown Campbell. Festival hours are from 10am - 6pm on Saturday and 10am - 5pm on Sunday. **This is an outdoor festival and will be held rain or shine, no refunds!**

### 2019 CAMPBELL OKTOBERFEST FOOD VENDOR GENERAL RULES

**\*\*All Food Vendors must have and provide a copy of a current Certificate of Insurance naming the Campbell Chamber of Commerce/Oktoberfest as an additional Insured for no less than \$1,000,000. (One Million Dollars). Vendor understands that security, accident, theft and product liability insurance related to their booth and merchandise is solely their responsibility.**

Please fill out all the attached necessary paper work, and applications for the Health Department and Fire Department. **Any applications returned incomplete will not be accepted.**

- **NEW FEES FOR HEALTH PERMIT.** The Dept of Health (DEH) has a new fee schedule which can be confusing. New fees are based on a Risk Category 1, 2 or 3. There are no longer non-profit discounts for food vendors. Please read the fee schedule included in this packet carefully to determine your "risk category". DEH has the right to change your fee based on their calculations and has final say.
- All food vendors will be provided a 10' x 10' health & fire approved booth, as well as a fenced 10' x 10' area for food preparation. Any vendor cooking with an open flame must have a flame-retardant booth and a fire extinguisher with a minimum rating of 2A10B:C.
- Food vendors of flambé or deep fat frying, are required to have a fire extinguisher rated for class "K" fires.
- All fees to be paid to the Campbell Chamber of Commerce. The Chamber will write one organizational check to the Santa Clara County Health Department. **A \$200 Security Deposit is required in a separate check** which will be voided or returned after the Festival if, ALL Festival, City and DEH rules and regulations were met. If Rules & Regulations were not met by the representatives, the deposit check will be cashed by the Campbell Chamber of Commerce.
- **FENCING** - Application fees include fencing for adjacent cooking area. The area to be fenced is approximately 100 sq.ft.
- **FLOORING** - All food vendors must provide complete coverage for flooring. Booth Floor must be completely covered with either 3/8" plywood and OR flame retardant tarp.
- Fire regulations require 4ft. between food booths and an open flame.
- Vendor must remain on site until closing, both days.
- Completed application must include a picture or drawing of booth set-up.
- Selling of water, soda and non-carbonated drinks, such as juice will be permitted. Sale of beer, wine and/or other alcoholic beverages is not allowed.
- The Committee will consider all applications received. The Committee's decision is based on the needs of the **Oktoberfest** event.
- Vendors will be notified of their acceptance and approved menu in a timely manner. All placement decisions are final including those who paid additional fee for placement request. **NO NEGOTIATIONS!**
- Fill out all health permit forms completely and return to the Campbell Chamber with your application and appropriate fee(s). If the organization is Veteran Exempt, please fill out the necessary information included on the Temporary Event Permit from DEH.
- In favor of the environment, the use of paper, aluminum and other recyclable food containers must abide by all city ordinances.
- There will be no alcohol allowed inside your booth. You can not bring in any outside alcohol, or consume any alcohol in your booth. Should you be on a break you must have a wrist band issued by the Festival and remain outside your food vendor booth.



## **2019 CAMPBELL OKTOBERFEST FOOD VENDOR GENERAL RULES** ***(continued)***

- All displays and selling area must be placed within your 10' x 10' space.
- No booth sharing is allowed.
- Electrical service is not provided. **Generators are not allowed without prior written approval by the Chamber.** You are responsible for refrigeration of beverages and food items. Ice will be available for purchase during the Festival.
- Overnight security will be provided. However, each vendor is responsible for securing their own booth. The Campbell Chamber of Commerce/Oktoberfest is not responsible for any loss or theft incurred by any vendor.
- No Refunds for cancellations after **September 15, 2019**. If you are not accepted as a vendor, all fees will be returned
- Please make arrangements to provide your own table and chairs. Tables should be covered with a washable surface.
- Vendors are responsible for removing their own trash from their area each evening and may not use trash receptacles used by public for its disposal. Clean up of your booth area is to be done by you the vendor.
- Should the area require special cleanup, the vendor will be responsible for the additional cost.
- Food Vendor understands that it is their responsibility to leave their booth, sidewalk and surrounding area clean and in order, both days. **The vendor agrees not to pour or allow, grease, cooking oil or other like substances on the ground.** Anyone pouring grease, cooking oil or cleaning fluids in the drains, will be fined up to \$25,000 plus the cost of cleanup.
- ABSORBENT SOCK/Shop-Vac system – Is required during clean up to capture any fluids.
- **Absolutely NO FLUID run-off is permitted to go down the City drainage system.** A fine of \$25,000, or more, could be levied on offending vendor. All fines noted are imposed by the respective governing agency. Fines will be processed by the Health Department, County Fire, or any other government agency, all fines will come from that agency and be payable to them.
- Your \$200 security deposit will be shredded or returned to you after the festival if you follow all general rules and your space is left clean. Pending city inspection.
- The Campbell Chamber of Commerce/Oktoberfest has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- Load-in for the event will be between 6:00am-8:00am **Saturday, October 19, 2019**. Please drop your equipment and merchandise off at your booth space and proceed directly to parking and registration.
- All vendors must register by 9:00am. If you are not checked in by 9:00am, you will be considered a no-show, without a refund. We reserve the right to add a booth or have adjoining booths absorb your space.
- Your space must be completely set-up by 9:30am and open for business by 10:00am. All vehicles must be moved from the event area immediately after unloading. No Exceptions! If your vehicle is left unattended during set-up, you will be towed.
- All vendors agree to participate for the entire event and understand that tear down on Sunday before 5:00pm is not allowed for any reason.
- Saving our environment, the use of paper, aluminum and other recyclable food containers is required for our vendors. The Santa County Department of Health will be onsite to enforce all requirements in the morning and throughout the day.
- Food vendors are requested, but not required to participate in our effort to support our Oktoberfest volunteers by offering a meal package for \$5.00, not including a beverage. Volunteers will provide the vendor with a meal voucher ticket, which can be submitted to the Campbell Chamber of Commerce for reimbursement following the event.



## **2019 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION**

### **FIRE DEPARTMENT:**

If vendor is cooking with electricity or flame, vendor must have a FIRE EXTINGUISHER (Dry Chemical, 2AIOBC or Class "K" with a current tag). FIRE DEPARTMENT WILL BE ON SITE FOR INSPECTIONS OF ALL BOOTHS. Have all workers trained in use of the extinguisher.

### **SALES PERMIT:**

A valid sales permit can be obtained from the State Board of Equalization office in San Jose. Phone (408) 277-1231 for information or an appointment. The vendor is responsible for collecting and paying all sales tax to the State Board of Equalization and for obtaining the sales permit prior to the event.

### **HEALTH PERMIT:**

Copy the informational pages and train all workers on these regulations. Inspectors will be on site both Festival days to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. No menu changes will be allowed without written approval. Food may not be sold or sampled outside of the booth. Campbell Chamber of Commerce/Oktoberfest does not take responsibility for any vendor who is shut down for non-compliance. Absolutely no refunds will be granted if a food vendor is shut down by the Health Department or festival management for non-compliance.



## 2019 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

### PLEASE SIGN AND RETURN WITH APPLICATION

*Please make a copy for your records.  
Please read the rules and regulations you are signing*

#### **HOLD HARMLESS:**

This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the **2019 Campbell Chamber of Commerce Oktoberfest**, vendor agrees to hold harmless the City of Campbell, the Campbell Chamber of Commerce, and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by **Oktoberfest**, its agents, officers, employees, subcontractors, or independent contractors, at the Festival.

In consideration of your acceptance of this entry, I, intending to be legally bound, do hereby for myself and my heirs, executors, and administrators, waive and release any and all rights and claims or damages I may accrue against the persons and organizations affiliated with the Campbell Chamber of Commerce/Oktoberfest for any and all injuries that may be suffered by me at or en route to and from the event. At the conclusion of the festival, all vendors are required to be completely torn down by 7:00pm Sunday, **October 20, 2019**. Anyone who is still on the street after 7:00pm will be invoiced overtime fees of \$50 every 15 minutes thereafter, and will subject to forfeiture of their security deposit.

We look forward to seeing you at **2019 Campbell Chamber of Commerce Oktoberfest**.

I have read and understand the terms and conditions as outlined in the Food Vendor Information and Application packet and agree to abide by them.

Entrants must sign, signifying acceptance of Hold Harmless waiver Application requirements to participate in the **2019 Campbell Chamber of Commerce Oktoberfest**.

Contact Name (please print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_/\_\_/2019



## **2019 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION**

*Remember to keep a copy for your records*

All fees must be submitted with application (checks payable to: *Campbell Chamber of Commerce*). Read the Terms & Conditions carefully and sign the acceptance of waiver, before returning your application. Applications will not be accepted until the following is received:

- ☐ Application
- ☐ Full payment
- ☐ Menu & Fee Calculation Form
- ☐ Health Permit Application
- ☐ Certificate of Insurance with Campbell Chamber of Commerce as additional insured+
- ☐ W9 (for volunteer meal voucher payment)

Company/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address/City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

California Sellers Permit # \_\_\_\_\_. Contact State Board of Equalization in San Jose for information, application and permit. Your number is required for approval. Public education institutions are exempt.

Attach a copy of your current Proof of Liability insurance naming the Campbell Chamber of Commerce as additional insured for no less than \$1,000,000.00 (One Million Dollars)

### **VERY IMPORTANT**

Please fill out the following questions carefully. If you do not disclose something you require, we might not be able to accommodate your request at a later date.

### **FOOD BOOTH**

All food vendors will be provided a DEH approved 10' x 10' canopy. Any vendor cooking with an open flame must have a fire extinguisher in their booth. Additional fees will be applied to oversized spaces.

### **COOKING**

What type of Cooking are you doing on-site (e.g.: BBQ, Deep Frying, none, Etc.) \_\_\_\_\_

\_\_\_\_\_

### **ICE**

Will you need Ice Delivery? No \_\_\_\_ Yes \_\_\_\_

*Ice will be provided in 20 lb. bags at a cost of \$20.00 per bag*



## 2019 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

### PAYMENT / CREDIT CARD AUTHORIZATION

Name as it appears on Credit Card: \_\_\_\_\_

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ I will be submitting payment by cash or check\* (make check payable to: *Campbell Chamber of Commerce*)

\* Note: If you are submitting payment with a check, there will be a fee of \$35.00 on all checks returned from your bank.

Please fill out the following and return with your Vendor Application if you would like to use a credit card to pay for your vendor fees.

☐ Visa

☐ MasterCard

***We do not accept American Express.***

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Code: \_\_\_\_\_

I authorize the Campbell Chamber of Commerce to charge my credit card for: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 2019 CAMPBELL OKTOBERFEST FOOD VENDOR APPLICATION

*Please keep a copy for your records*

**BUSINESS NAME:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Tel: \_\_\_\_\_ Fax \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of food:** Explain in detail the food you wish to serve. Please try to make your menu items match the theme of the Festival, if possible. The Campbell Chamber of Commerce reserves the right to limit the variety of foods served. Food vendors may only sell non-alcoholic drinks.

THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION: Failure to submit required information will delay this process.

- ☐ Signed Acceptance of Waiver
- ☐ Health Department Application, (TFF) filled out and returned

Calculation of Fees. (please use separate check for security deposit, which will be returned to you after the event if you follow guidelines and leave your area clean)

### ENTRY FEES:

Food Booth Vendor Price	\$2,000.00		\$
Priority Booth Placement if available (first-come, first-serve)	\$600.00	Separate Check	\$
Cleaning Deposit Check (will be returned after event)	\$200.00	Separate Check	\$
Health Department Permit (See page for fee)			\$
Late Filing Fee - Application received after September 15, 2019	\$100.00		\$
Silver Elite Campbell Chamber Member (\$495/yr.)	(\$1,000.00)		\$
Bronze Campbell Chamber Member (\$295/yr.)	(\$500.00)		\$

<b>Total amount enclosed</b>	<b>\$</b>
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- I understand that booth placement and vendor approval is prioritized by the Chamber event committee
- A non-refundable fee of \$600.00 may be submitted for priority placement. This will be on a first-come, first-serve basis, as corners are limited.
- Vendor must be a fully paid-up member in good standing of the Campbell Chamber of Commerce
- Application, signed agreement and fees, must be received by **September 15, 2019**

Please make all payments, payable to:  
Campbell Chamber of Commerce  
267 E. Campbell Avenue, Suite C, Campbell, CA. 95008  
408 378-6252 | [www.CampbellChamber.net](http://www.CampbellChamber.net)

## **DEPARTMENT OF ENVIRONMENTAL HEALTH FEE DESCRIPTION**

### **Temporary Food Facility RC1 includes - \$99:**

- Prepackaged, non-potentially hazardous foods (non-PHF), or
- Prepares only non-PHFs. Examples include prepackaged foods/beverages, kettle corn, candies.
- Reheating commercially manufactured ready to eat foods with no further processing. Examples include canned chili beans, hot dogs, nacho cheese

### **Temporary Food Facility RC 2 includes - \$145:**

- Food that is for same day service to customers (hamburgers, raw sausages, crepes etc.).
- Food that is prepared/cooked onsite and served with hot or cold holding of potentially hazardous food (PHF) after preparation.
- Absolutely no cooling of potentially hazardous foods are allowed, either in advance or on site.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).
- The business owner of a brick and mortar food facility with a valid permit, prepares in advance of the event (potato salad, pot pies, and tamales) at their approved facility; the facility must have a valid permit and inspected by the local enforcement agency (you are the owner of that fixed facility); must provide a copy of their permit with the application

### **Temporary Food Facility RC3 includes - \$186:**

- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility
- Extensive menus with the handling and preparation of raw ingredients or complex preparation which includes cooking, cooling and/or reheating.
- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility permitted and inspected by the local enforcement agency (you are not the owner of that fixed facility but renting kitchen space, or with the owner's permission)
- Food that is prepared for multi-day use.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).

### **PERMIT TYPES**

<b>FOOD VENDOR CATEGORIES</b>	<b>FEE PER EVENT (1-12 DAYS)</b>
Risk Category 1 (RC1) Low Risk	\$ 99.00
Risk Category 2 (RC2) Moderate Risk	\$ 145.00
Risk Category 3 (RC3) High Risk	\$ 186.00
Sampling Only - No Food/Beverage sales Limited to small sample sizes	\$ 88.00
Mobile Food Facilities - Carts/Vehicles permitted by Santa Clara Co.	No temp event fee required operating under annual permit
Mobile Food Facilities - Carts/Vehicles NOT under permit by Santa Clara County	Fee will depend on menu - RC1,2,3
ATEP-for business owners of fixed food facilities that they own in Santa Clara County	\$ 504.00 Annual Fee
Veteran *must submit Affidavit for a Veteran's Exemption form and all required documentation (See form)	\$ -

AFFIDAVIT FOR A VETERAN'S EXEMPTION  
FOOD BUSINESS ENVIRONMENTAL HEALTH PERMIT FEE

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every Soldier, Sailor or Marine of the United States, who has received an honorable discharge or a release from active duty under honorable conditions from such service, to hawk, peddle, and vend any goods, wares or merchandise owned by that honorably discharged veteran, *(except spiruous, malt, vinous Q/ other intoxicating liquor)*, without payment of any license, tax, or fee whatsoever, whether municipal, county or state.

This affidavit, together with listed documentation, is to be filed with the Department of Environmental Health in conjunction with the application for an Environmental Health Permit to Operate a food business.

BUSINESS NAME: \_\_\_\_\_

BUSINESS LOCATION/  
VEHICLE DESCRIPTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BUSINESS OWNER (Veteran): \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS DESCRIPTION: Describe the kinds of food sold and the type of facility they are sold from \_\_\_\_\_

BUSINESS ARRANGEMENTS WITH OTHERS: Describe the ownership of the products and how paid; franchises, on consignment; commissions; number of employees. \_\_\_\_\_

SOURCE OF FOOD SUPPLIES: (Name and location of suppliers) \_\_\_\_\_

PROOF OF OWNERSHIP OF BUSINESS: Must be sole proprietorship-not a corporation. *(Submit a copy of any two items)*

☐ Business Lease ☐ Business License ☐ Board of Equalization

VERIFICATION OF OWNER VETERAN IDENTITY:

Drivers Lic. # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Other \_\_\_\_\_

VETERAN'S SERVICE: ☐ USA ☐ USN ☐ USMC ☐ USAF ☐ USCG ☐ USPHS

SERVICE DOCUMENTATION: Attach a copy of Honorable Discharge or other evidence of honorable release from the US Armed Services

*I understand that I am NOT eligible for consideration for veteran's exemption if I engage in the sale of spiruous, malt, vinous or other intoxicating liquor.* ☐ Initial \_\_\_\_\_

The foregoing is true of my own knowledge, except as to the matters which are herein stated on my own information and belief, and as to those matters, I believe them to be true.

I declare and certify under penalty of perjury, by the law of the state of California, that the foregoing is true and correct.

Date: \_\_\_\_\_

Signature of Honorable Discharged Veteran

☐ APPROVED ☐ DISAPPROVED SPECIALIST \_\_\_\_\_

Reason for denial (if applicable) \_\_\_\_\_

**SWAP MEETS, FLEA MARKETS, OR  
SPECIAL EVENTS CERTIFICATION**

## CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for a seller's permit at no cost to you by visiting our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). To find a California Department of Tax and Fee Administration (CDTFA) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales**—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers**—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a CDTFA approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID NUMBER

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)(*city, state and ZIP code*)TELEPHONE NUMBER  
(       )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

**3. STATUS**—Check appropriate boxes, and provide requested information

- ☐ I hold a valid seller's permit. My number is: **S** \_\_\_\_\_
- ☐ No sales of tangible personal property are being made or solicited at this event.
- ☐ I am not required to hold a seller's permit because:
- ☐ My retail product sales are not subject to tax      ☐ My sales are exempt occasional sales
- ☐ I sell on behalf of a section 6015 retailer \_\_\_\_\_

**4. CERTIFICATION**—Partners/additional sellers, complete a separate copy of this form

*The above statements are certified to be correct to the best knowledge and belief of the undersigned.*

NAME (*type or print*)

TITLE

SIGNATURE

DATE

## Annual Privacy Notice – No Action Needed

**Your account records are covered by state laws that protect your privacy. The Information Practices Act (Civil Code §1798.17) requires the California Department of Tax and Fee Administration (CDTFA) to notify you each year of your privacy rights.**

The CDTFA administers many of the state's tax and fee laws. We ask you for your information (when you apply for your permit, certificate, license or renewal, relief request, payment plan, offer in compromise, settlement, or other applications) that is either required by law, or is used for our registration records. We will use the information to determine whether you are paying the correct amount of taxes and fees, or to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code section 405(c)(2)(C)(i)]). A complete list of the California Revenue and Taxation Codes authorizing the CDTFA to maintain your information for the administration of its programs is available on our website at [www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf](http://www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf).

### What happens if I don't provide the information?

Your application for a permit, certificate, license, relief request, payment plan, or other programs may not be processed if your information is incomplete. If you are not able to file your required returns, you may have to pay penalties and interest. You may owe more taxes or fees, or receive a smaller refund, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments.

If you provide fraudulent information, civil penalties may apply and you may be subject to criminal prosecution.

### Can anyone else see my information?

Yes; while your records are covered by state laws that protect your privacy, the CDTFA may share information regarding your account with specific local, state, and federal government agencies, or companies contracted and authorized to represent the government agencies.

We may release the information printed on your permit, certificate, or license, such as your account type, start and closeout dates, and the names of business owners or partners (unless otherwise protected from disclosure), to the public. When you sell a business, we may give the buyer or other involved parties information regarding any of your outstanding tax liabilities.

With your written permission, we can release some or all of the information regarding your account to anyone you designate.

### Can I review my records?

**Yes. Requests should be made in writing to your closest CDTFA office or responsible official listed below.** For a complete listing of our locations or a copy of the publication [58A, How to Inspect and Correct Your Records](#), visit us at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov), or call our **Customer Service Center at 1-800-400-7115 (TTY:711)**, Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. You may contact the CDTFA's Disclosure Office at:

Disclosure Office, MIC:82  
California Department of Tax and Fee Administration  
PO Box 942879  
Sacramento, CA 94279-0082  
1-916-445-2918

### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

#### Sales and Use Tax

California Department of  
Tax and Fee Administration  
Field Operations Division, MIC:47  
PO Box 942879  
Sacramento, CA 94279-0047  
1-916-322-4899

#### Special Taxes and Fees

California Department of  
Tax and Fee Administration  
Business Tax and Fee Division  
Deputy Director, MIC:57  
PO Box 942879  
Sacramento, CA 94279-0057  
1-916-445-1441

#### Property Tax

California State Board of Equalization  
Property Tax Department  
Deputy Director, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
1-916-274-3372

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*