

## CITY OF CULVER CITY

### INSTRUCTIONS FOR PAYING YOUR BUSINESS TAX RENEWAL NOTICE or NOTICE OF BALANCE DUE

All online payments must be received by 11:59 PM on the due date shown on the notice to avoid late payment penalties.

We accept American Express, MasterCard, and Visa.

#### INSTRUCTIONS FOR RENEWING ONLINE

##### **Section A: ACCESSING CULVER CITY'S ONLINE BUSINESS TAX RENEWAL PAYMENT PAGE**

- A1. Have your completed business tax renewal notice ready.
- A2. Go to: [www.culvercityselfservice.org/PayBL](http://www.culvercityselfservice.org/PayBL)
- A3. Click Register/Log In to access the online renewal system
- A4. **Already registered?** – Log in with your User ID and Password, which you've previously used to renew. You will be directed to Culver City Self Service page. Click on Business License and go to **step A12**
- A4. **First Time Users** - Click Register
- A5. Enter your desired User ID, Password, Password hint, Email address, and type the security numbers that are displayed on the screen
- A6. Click the Save button
- A7. To assign your business account number(s) to this login, click on the link to account option, located next to "Business License Accounts"
- A8. Enter the Account ID which is shown at the bottom of your **Renewal Notice** or **Notice of Balance Due**.
- A9. Enter the Owner's CID which is shown at the bottom of your **Renewal Notice** or **Notice of Balance Due**.
- A10. Click the Submit button
- A11. Click Go to Module Homepage at the end of the page
- A12. Go to Section B, if you are renewing & paying your Business Tax Renewal Notice  
OR  
A12. Go to Section C, if you are paying your Notice of Balance Due

##### **Section B: RENEWING BUSINESS TAX CERTIFICATE**

- B1. Click Enter Filing
- B2. Click Select next to the year you are renewing
- B3. If your tax basis is not based upon Gross Receipts go to **step B6**
- B4. Businesses paying tax on Gross Receipts: Enter the Gross Receipt amount from Line 1 on the Business Tax Renewal Notice into the box next to Gross Receipts.

##### **Businesses renewing for the first time in Culver City:**

You should see a section titled "**First Year Tax.....**" and another section titled "**Tax.....**" on your screen. Enter the same amount (from Line 1 on the Business Tax Renewal Notice) into the box next to Gross Receipts for both sections

**Businesses declaring gross receipts to other jurisdictions (other cities):**

You are required to submit copies of all completed tax forms and proof of payment for each city. These may be submitted either by mail or by clicking the Contact Us option at the left of the screen and attaching electronic copies. Please indicate your Business ID Number in the Subject line and on each of the attachments.

**Businesses where the cost of operations is higher than the adjusted gross receipts:**

You are required to complete and submit a Cost of Operations worksheet. The worksheet is available at: [www.culvercityselfservice.org/PayBL](http://www.culvercityselfservice.org/PayBL). The completed worksheet may be submitted either by mail or by clicking the Contact Us option at the left of the screen and attaching a copy. Please indicate your Business ID Number in the Subject line and on the worksheet.

- B5. Tax basis other than gross receipts: If you see the **Quantity** Field, verify the number of vehicles, machines or distributors from the last year. If you've made any changes in the number of vehicles, machines or distributors in the renewing year, update the quantity and Click re-calculate. Otherwise go to step **B6**.
- B6. Click the Continue button
- B7. Verify all charges are calculated correctly and check on the box.
- B8. Click the File button to see the amount you owe.

You can now...

- i) Attach a document...  
Attach supporting documents to your Renewal Notice by clicking here, and/or,
- ii) Pay bill.  
To pay now, go to Step B9. To pay the bill later, go to Section C, step C1.

- B9. Click Pay Bill at the top right or bottom of the screen
- B10. Click the Continue button
- B11. Select the credit card type from the dropdown list
- B12. Enter your card number
- B13. Enter the CVV number from the back of your credit card
- B14. Select the expiration date from the dropdown list
- B15. Click the Continue button
- B16. Enter your billing information as it appears on your credit card or bank statement
- B17. Click the Continue button
- B18. Verify payment information
- B19. Click the Submit button
- B20. A payment confirmation email will be sent to the email address provided. Retain this email for your records.

**Section C: PAYING A NOTICE OF BALANCE DUE**

- C1. Click Bills
- C2. Click on the Cycle/Month/Year column heading to **sort** the screen in year order
- C3. Click Details for the renewal year
- C4. Verify all charges

- C5. Click the Pay Bill button
- C6. Click the Continue button
- C7. Select the credit card type from the dropdown list
- C8. Enter your card number
- C9. Enter the CVV number from the back of your credit card
- C10. Select the expiration date from the dropdown list
- C11. Click the Continue button
- C12. Enter your billing information as it appears on your credit card or bank statement
- C13. Click the Continue button
- C14. Verify the payment information
- C15. Click the Submit button
- C16. A payment confirmation email will be sent to the email address provided. Retain this email for your records

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**If you have questions, contact the Business License Division at (310) 253-5870, or send us an email at [business.license@culvercity.org](mailto:business.license@culvercity.org)**

THANK YOU FOR USING CULVER CITY'S ONLINE BUSINESS TAX RENEWAL PROCESS