



CITY OF MENLO PARK

Business License Department

701 Laurel St

Menlo Park, CA 94025

Phone: (650) 330-6642 • Fax: (650) 327-5391

**Request for Waiver
of Business License Penalty**

Business Name: _____ Business Phone: _____

Business Address: _____

Mailing Address: _____

Waiver of Penalties – Reasonable Cause

City Law allows the waiver or reduction of penalties based on reasonable cause. Your request will be reviewed and you will be informed of the determination of your request for a waiver or reduction of your penalties.

Request is hereby made for waiver of penalty for late payment:

<u>Year</u>	<u>Calculated License Fee</u>		<u>Penalty</u>	=	<u>Penalty Amount</u>	<u>Waiver Request</u>
_____	_____	X	_____	=	_____	_____
_____	_____	X	_____	=	_____	_____
_____	_____	X	_____	=	_____	_____
_____	_____	X	_____	=	_____	_____

You must provide supporting documents to justify your request. If you do not have any supporting documents, please explain in detail below your reason(s) for not paying or filing on time. You may attach a memo if additional space is required.

THIS REQUEST WILL NOT BE CONSIDERED VALID IF NOT SIGNED BELOW.

I declare, under penalty of perjury, that the above explanation is true and complete to the best of my knowledge and belief.

Signature: _____ Telephone No: _____

Title: _____ Date: _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS, IF ANY: _____	

APPROVED OR DENIED BY: _____	
DATE: _____	