

## Online Business License Renewal

All annual business licenses may be renewed online, by mail or in person. If you have not received your Business License Renewal Form (Affidavit of Gross Receipts) in the mail, please call our office at (831)646-3944, Monday – Friday, 9:00 am to 4:00 pm. We can mail, email, or fax a copy to you.

Please click on "[Renew Business License](#)" to begin your Online Business License Renewal process.

### Things to keep in mind before you get started:

**Business License Renewal Notice (Affidavit of Gross Receipts)**

You will need your business license number and security code printed on the renewal notice in order to access the Online Business License Renewal System. This information is provided to you on the business license renewal form that was mailed to you.

**Annual Gross Receipts**

Have on hand your total gross receipts for the previous fiscal year (January 1 to December 31) minus sales tax and liquor sales. You will enter in whole dollars using no dollar symbol or decimal point.

**Credit Card**

We accept Visa, MasterCard, and Debit Cards with the Visa/MasterCard logo.

**Email Requirement**

In order to use the Online Business License Renewal System, you will need a valid email address. If you do not have one, you may obtain a free email account from any email service provider such as Google, AOL, Hotmail, Yahoo!, etc.

### New Business Location

If you have changed your business location within the City of Monterey, do not renew online. You must renew in person or by mail. Include a completed [business license application](#) with the address change along with your business license renewal notice and payment.

### You can't renew online if:

- You did not receive a Business License Renewal Form (Affidavit of Gross Receipts).
- Your business license account is closed or your license has been expired for an extended period of time.

**NOTE:** Any unavailability of the Online Business License Renewal System is not grounds for an extension to the filing deadlines. Official filing of an online renewal depends on our receipt of all fees charged to your credit card.

**Renew by mail or in person** using the Business License Renewal Form (Affidavit of Gross Receipts). Mail the completed form and payment to: **City of Monterey, Business Licenses, 735 Pacific St. Ste A., Monterey, CA 93940-2818**



**BUSINESS LICENSE RENEWALS ARE DUE AUGUST 15**

**20% PENALTY** if you renew Aug 16 – Sept 15

**30% PENALTY** if you renew Sept 16 – Oct 15

**40% PENALTY** if you renew Oct 16 – Nov 15

**50% PENALTY** if you renew after Nov 15