



CITY OF HIGHLAND

DECLARATION OF ELIGIBILITY FOR CITY BUSINESS LICENSE FEE EXEMPTION

In order to avoid a delay in processing your application, please provide **all applicable** information, and type or print clearly.

I do hereby solemnly swear that I, or the entity of which I am a qualifying representative, am exempt from the licensing fee requirement of the City of Highland for the reason checked below. I understand that I am still required to apply for and obtain a City Business License. Please attach the information requested only for the exemption for which you claim eligibility.

Business Name/DBA: _____

Owner/Qualifying Representative: _____

- Non-Profit or Charitable Organization
Any business operated for nonprofit purposes where such business is conducted, managed or carried on by and/or only for the benefit of any nonprofit organization, including fraternal societies, orders or organizations, religious, charitable, philanthropic, scientific, literary or educational organizations, amateur sports or humanitarian organizations, civic leagues, social welfare and employees' organizations, nonprofit pleasure and recreation clubs, political organizations, homeowners' associations, and military, federal, state, county or municipal organizations. **Please underline which you are claiming and provide the Internal Revenue Service (IRS) issued Federal Employer Identification Number (FEIN)** _____
- Constitutional and Statutory Exemption-Insurance Agents
Any person engaging in business when said person or business is exempt by virtue of the Constitution or applicable statutes of the United States or of the State of California, or by any chapter of the Highland Municipal Code. **By claiming this exemption insurance agents are stating that they do not provide any brokerage services. All insurance agents are required to provide the City with documentation evidencing their agency relationship with the insurance company.**
- Interstate Commerce
Any person claiming this exemption must demonstrate to the City the interstate commerce character of the business entitling the licensee or applicant to such exemption. Please attach the following to this sworn statement: the name and address of the company or firm for which the orders are to be solicited or secured; the name and address of the nearest local or state manager, if any; the kind of materials or merchandise bought or sold in commerce; the place from which the same are to be shipped or forwarded; the method of solicitation or taking orders; the address of any warehouse, factory, or plant within the state; the method of delivery; the name and address of the applicant for the exemption; and any other information required by the City to establish such claim of exemption.
- Veteran
California State Law exempts certain qualifying honorably discharged veterans who sell tangible goods from paying business license fees. DD-214 Discharge papers must be attached to this waiver.
- Disabled Veterans
No honorably discharged veteran who is physically disabled shall be required to pay a business license fee when such payment would impose an undue burden on said disabled veteran. An honorably discharged veteran who can produce evidence attesting to such disability and discharge status, and who provides a sworn statement attesting to the nature of the undue burden a business license fee would impose, may distribute circulars and peddle and vend any goods, wares or merchandise owned, except alcoholic beverages, without payment of a business license fee.

I declare, under penalty of perjury, by signing as (one of) the owner(s)/Principal Officer(s), that this Declaration for Business License Fee Exemption, including attachments, have been examined by me, and that the declarations indicated are true and correct. I further certify that the above business will be conducted in compliance with the applicable provisions of The City of Highland Municipal Codes & Ordinances, including State and Federal laws. In addition, I assume responsibility to renew this Exemption on an annual basis. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application.

Signature: _____

Date: _____