

Office of the Treasurer & Tax Collector
City and County of San Francisco



José Cisneros, Treasurer

SAN FRANCISCO INCOMING SERVICES
LLC
50 QUINT ST
SAN FRANCISCO CA 94124

Business Account Number: 1019910
Online PIN: A8ADJKTA

10/20/2015

Dear: SAN FRANCISCO INCOMING SERVICES LLC

Thank you for registering your business with the Office of the Treasurer & Tax Collector. Welcome to the San Francisco business community! Please keep this letter in a safe place, as it has important tax information and deadlines.

Required Login Information, including PIN

You are required to provide your seven digit Business Account Number (BAN), the last four digits of your tax identification number, and your eight digit Personal Identification Number (PIN) when you make any tax filings. Please keep this letter in a safe place. If you lose your PIN, you may ONLY reset your lost or misplaced PIN via the PIN reset request form, available at www.sftreasurer.org/PINreset. Complete and submit the form to our office. After the request has been reviewed and approved, a new PIN will be sent to you via US Mail. You will be unable to file any taxes without your new PIN. If you do not file by the deadline, you will be subject to penalties, interest and fees. You will not be able to reset your PIN over the phone or in person.

Additional Tax Requirements for Regulated Businesses and Operators

If your business is regulated by City agencies, you may be required to obtain permits and pay annual license renewal fees. Transient occupancy operators, parking operators, and utility providers may be required to obtain a Certificate of Authority (COA) and collect and remit several third-party taxes to the Office of the Treasurer & Tax Collector on a monthly or quarterly basis.

Updating Your Business Information with the Office of the Treasurer & Tax Collector

If you would like to change your mailing address or business location, as well as add a DBA or business location, you may do so online by going to: <https://etaxstatement.sfgov.org/accountupdate/>. You may also use this website to start the process to close your business account with our office. For more information, please call 3-1-1 inside San Francisco or (415) 701-2311 outside of San Francisco.

Welcome to the San Francisco business community!

José Cisneros, Treasurer

Important Business Tax/Fee Deadlines

Description	Frequency	Due Date
Gross Receipts Tax and Payroll Expense Tax Filing and Payment	Annual	Last Day of February
Regulatory License Renewal Payment	Annual	March 31
Gross Receipts Tax and Payroll Expense Tax Installment Payment	Quarterly	April 30, July 31, Oct 31
Business Personal Property Tax Statement (Assessor)	Annual	May 7
Business Registration Renewal Filing and Payment	Annual	May 31
Business Personal Property Tax Payment	Annual	August 31

Website Resources

Office of the Treasurer & Tax Collector: sftreasurer.org
San Francisco Online Business Portal: businessportal.sfgov.org