

**TAXICAB SERVICES FRANCHISE  
SEMI-ANNUAL FRANCHISE FEE  
REMITTANCE FORM**



Franchisees shall pay to the City franchise fees for the use of the streets and right of ways and the right to engage in the taxicab business in the City. Franchise fees shall be payable on all gross taxicab revenues received from customers located within the City limits. The franchise fee shall be calculated based on gross collection revenues prior to Franchisee imposing the franchise fee on its customers. The franchise fee shall be two percent (2%) of such received revenue. Franchise fees shall be payable on a semi-annual basis. The semi-annual periods are November to April (due May 15<sup>th</sup>), and May to October (due November 15<sup>th</sup>). Failure to remit the franchise fee to the City when due shall result in the imposition of a late fee of two percent (2%) per month until paid. If the Franchisee fails to pay the franchise fee for more than ninety (90) days after the due date, then the City shall have the option to terminate the agreement.

Franchise Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Remittance for semi-annual period (check box):**

Period 1: November 1, \_\_\_\_\_ to April 30, \_\_\_\_\_ (due May 15<sup>th</sup>)

Period 2: May 1, \_\_\_\_\_ to October 31, \_\_\_\_\_ (due November 15<sup>th</sup>)

- |   |    |  |
|---|----|--|
| <p>A. Enter gross Taxicab collection revenues prior to franchisee imposing the franchise fee on its customers located within City limits. Gross revenues are the taxi fare collected in the business of carrying passengers for hire over the public streets of the City.</p> | \$ |  |
| <p>B. Multiply line A by 0.02</p>   | \$ |  |
| <p>C. Add 2% penalty for each month late.<br/><i>Line B x .02 x (#____) months late</i></p>   | \$ |  |
| <p>D. Add lines B &amp; C = Franchise fee owed to City of Santa Rosa</p> <p><small><i>I hereby certify under penalty of perjury that the foregoing statements contained in this return are true and correct to the best of my knowledge</i></small></p>                       | \$ |  |

\_\_\_\_\_  
Signature of duly authorized company representative Date

\_\_\_\_\_  
Printed name of duly authorized company representative Title

Send Franchise Fee remittances to:

City of Santa Rosa  
P.O. Box 1673, Santa Rosa, CA 95402  
Phone: (707) 543-3170 Email: [revenue@srcity.org](mailto:revenue@srcity.org)  
Website: [srcity.org/taxi](http://srcity.org/taxi)

## Important Information

### Franchise Fee Remittance:

- Please complete a Remittance Form for each semi-annual period to accompany your franchise fee payment. If there are no gross receipts for the 6 month period, a remittance form is still required with a written explanation attached. We suggest that you keep a copy of each completed remittance form for your records.
- Remit an original remittance form properly signed by a duly authorized company representative.
- Franchise fees shall not be owed by Franchisee for revenues received from federal, state and local governments.
- If you need additional forms, you may access the online form on the City's website at [srcity.org/taxi](http://srcity.org/taxi), or call (707)543-3170 to request that a form be mailed or faxed to you.
- Make check payable to City of Santa Rosa and mail to:

City of Santa Rosa  
P.O. Box 1673  
Santa Rosa, CA 95402

### Late Fee:

Failure to remit the franchise fee to the City when due shall result in the imposition of a late fee of two percent (2%) per month until paid. If the franchisee fails to pay the franchise fee for more than ninety (90) days after the due date, then the City shall have the option to terminate this agreement.

### Failure to Pay or Misrepresentation:

- 1) You can be in default of your agreement if you fail to pay the franchise fees in the amount owed to the City pursuant to Section 7 according to the schedule specified in Section 8 of your agreement.
- 2) You can be in default of your agreement if any misrepresentation is made to the City by the Franchisee of failure to disclose required information on any reports submitted to the City, which proved to be false or misleading in any material respect as of the time the representation or disclosure is made, whether or not any such representation or disclosure appears as part of your agreement.

### Audits:

Please refer to Section 9 of your Franchise Agreement regarding the City's authority to inspect, audit and examine your records. In the event any audit conducted by the City or by the City's representative discloses that Franchisee has made any intentional misrepresentation with respect to the franchise fees or its diversion amounts to the City or discloses that Franchisee has underpaid franchise fees due to the City in an amount greater than one thousand dollars (\$1,000) or ten percent (10%) of the franchise fees payable to the City during the period covered by the audit, whichever amount is greater, than in addition to any other remedies available to the City, Franchisee shall reimburse the City for the City's costs incurred in the performance of the audit. Also refer to Santa Rosa City Code Chapter 6-87.450 on "Record Keeping Requirements" with regards to maintaining daily manifests.