



City of Albany

**UTILITY USERS TAX REMITTANCE FORM**

Name of Utility Service Provider: \_\_\_\_\_

Name of Billing Agent (if any): \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Company FEIN No.: \_\_\_\_\_

Type of Utility Service(s): \_\_\_\_\_ Tax Period (month/year) \_\_\_\_\_

(Gas, electricity, water, video (CATV and IP-TV), wired or wireless telecom (prepaid and postpaid), VoIP, conferencing services, private communication services, paging, or bundles thereof)

Gross Charges: \$ \_\_\_\_\_

Deductions\*: \$ \_\_\_\_\_

Non-standard Adjustments\*\*: \$ \_\_\_\_\_

Net Taxable Charges: \$ \_\_\_\_\_

Tax Percentage Applied \_\_\_\_\_

On-Time Remittance: \$ \_\_\_\_\_

Penalties: \$ \_\_\_\_\_

Interest: \$ \_\_\_\_\_

Total Remittance: \$ \_\_\_\_\_

Remit to: CITY OF ALBANY

ATTN: FINANCE DEPARTMENT

1000 San Pablo Avenue

Albany, CA 94706

If you would like to pay via ACH, please email [accountsreceivable@albanyca.gov](mailto:accountsreceivable@albanyca.gov) with necessary forms. A monthly remittance form must be emailed each month.

Please note that payment must be received by the City by no later than the twentieth day of the following month (due date). Penalties (15%) and interest (0.75% per month) will be imposed on delinquent payments.

Prepare a separate remittance form for each tax period; do not combine tax periods.

\*Taxes, Resale sales, Exempt Accounts

\*Please describe any non-standard adjustments: \_\_\_\_\_

UUT Remittance Form Instructions:

1. **Name of Utility Service Provider:** Name of company filing the remittance
2. **Name of Billing Agent (if any):** Name of third party filing on behalf of Utility Service Provider, if any
3. **Contact Phone:** Phone number City of Albany staff can use to contact filer
4. **Contact Email:** Email address City of Albany staff can use to contact filer
5. **Contact Name:** Name of individual City of Albany staff can discuss filing with
6. **Company FEIN No.:** FEIN of the Utility Service Provider
7. **Type of Utility Service(s):** Note type of service provided
8. **Tax Period (month/year):** Month and calendar year of taxes being remitted
9. **Gross Charges:** Gross charges collected during the tax period
10. **Deductions:** Valid deductions include taxes, resale sales or exempt accounts
11. **Non-standard Adjustments:** Explain any adjustments applied that are not outlined in deductions. You may be contacted for clarification if needed.
12. **Net Taxable Charges:** Subtract Deductions and Non-standard Adjustments from the gross charges and enter number here.
13. **Tax Percentage Applied:** Enter the percentage that applies to the utility service provided. The rates are as follows:
  - a. Communications and video: 6.5%
  - b. Water: 7.5%
  - c. Gas and Electric: 9.5%
14. **On-Time Remittance:** Multiply the Net Taxable Charges by the Tax Percentage Applied. Enter number here.
15. **Penalties:** A 15% penalty is imposed if the payment is received after the 20<sup>th</sup> of the month following the tax period being remitted. Multiply the On-Time Remittance by 15% and enter number here.
16. **Interest:** Interest of 0.75% per month is due on the balance of the delinquent on-time remittance. Multiply the On-Time Remittance by 0.75%, then multiply that amount by the number of months delinquent. Enter number here.
17. **Total Remittance:** Add On-Time Remittance to Penalties and Interest. If your filing is received prior to the penalty period, it will be the same as On-Time Remittance.