



January 2020

RE: Business License and Sales Tax

Dear Vendors,

Please be advised that any vendor or business that conducts business within the city limits of Clayton must have a business license. This law has been in effect for over fifteen years. However, the CBCA has arranged with the City for each of our vendors to be covered under the CBCA's Permit for the Clayton Art & Wine Festival at no additional cost to you.

Clayton is a small community and the CBCA is a non-profit dedicated to raising money to better our community. As you know, any taxable sales generated by your business during this event must be reported to the State Board of Equalization. However, you may not know that those taxes can help our community by reporting them via a Temporary Sales Location Form. With your acceptance, you will receive a letter from the City of Clayton and sales tax form on how to properly report the sales tax from your sales in our City. **THIS IS NOT AN ADDITIONAL TAX!** Since the CBCA has saved you from paying a business license fee, we would greatly appreciate you completing this form and sending it in to the CA State Board of Equalization. This will further help our community at no additional cost to you.

We appreciate your participation in our event, wish you continued success, and thank you for your support of our community.

If you have any questions, please call the CBCA office at (925) 672-2272.

Sincerely,

Clayton Art & Wine Festival Committee