

## **How do I apply for a City of Cypress Business License?**

**Please read these instructions carefully.**

**Agencies you may need to contact before opening your business:**

### **STATE BOARD OF EQUALIZATION**

28 Civic Center Plaza, Building 28, Room 239, Santa Ana (between Ross & Flower);  
telephone: (714) 558-4059 Hours: Monday through Friday 8:00-5:00 p.m.

If your business involves selling a tangible product, you will need a resale number and reporting forms for sales tax.

### **FICTITIOUS BUSINESS NAME (DBA)**

12 Civic Center Plaza, Bldg #12, Room 106, Santa Ana (corner of Civic Center and Broadway); telephone: (714) 834-2889 Hours: Monday through Friday 8:00-4:30 p.m.

[www.oc.ca.gov/recorder](http://www.oc.ca.gov/recorder)

File the name with County Recorder

FEE: \$23.00 It then must be published in a local newspaper for (4) weeks. These papers will also record at the same fee plus their (4) week publication fee.

Local Newspapers:

Orange County News: (714) 894-2575

News Enterprise: (714) 527-8210

Garden Grove Journal: (714) 539-6018

Westminster Journal: (714) 895-3484

### **ENVIRONMENTAL HEALTH DEPARTMENT**

1241 E. Dyrer Rd., Santa Ana; telephone: (714) 433-6000 Monday through Friday 8:00-5:00 p.m.

City Hall Contact Telephone: (714) 433-6147 Monday through Friday 7:30-8:30 a.m.

(Need to contact if your business involves selling a food item.)

### **FRANCHISE TAX BOARD**

600 W. Santa Ana Blvd., Suite 300, Between Ross & Flower

Telephone: (800) 852-5711 Hours: Monday through Friday 8:00-5:00 p.m.

[www.ftb.ca.gov](http://www.ftb.ca.gov)

1. INDIVIDUAL: At the end of your taxable year, you will report your business income on Schedule C of your 540 Income Tax return and file estimates (540ES) if you anticipate a tax of more than \$100.00. CHECK WITH THE FRANCHISE TAX BOARD FOR YOUR REQUIREMENTS.

2. CORPORATION: You must file a Form 100 to report your income and file estimates. The minimum tax is \$200.00 per year. CHECK WITH THE FRANCHISE TAX BOARD FOR YOUR REQUIREMENTS.

### **INTERNAL REVENUE SERVICE**

34 Civic Center Plaza, second floor, Santa Ana

Telephone: (800) 829-3676 Hours: Monday through Friday 8:00-4:30 P. M.

If you have employees you will need to register as an employer and get a Federal Employer Number. You will need reporting forms for Social Security and Federal Income Tax withholding. Contact IRS regarding reporting your individual or corporation tax.

[www.irs.gov](http://www.irs.gov)

### **EMPLOYMENT DEVELOPMENT DEPT - TAXES (EDD)**

1000 E. Santa Ana Blvd. #200, Santa Ana; telephone: (714) 565-2610 Hours: Monday through Friday 8-5 p. m.

If you have employees you will need to register as an employer and get a State Employer Number. You will need reporting forms for State Income Tax withholding, State Disability Insurance and Unemployment Insurance.

[www.edd.ca.gov](http://www.edd.ca.gov)

### **WORKERS COMPENSATION**

1750 E. 4th, Santa Ana (STATE FUND) or private insurance carrier

Telephone: (714) 565-5000 Hours: Monday through Friday 8:00-5:00 P.M.

To protect employer against employee being injured on the job.

[www.scif.com](http://www.scif.com)

### **CITY OF CYPRESS BUSINESS LICENSE APPLICATION**

There are a number of ways to get a City of Cypress Business License:

1. Contact Denise Yarbrough, Senior Licensing Specialist, at 714 229-6712 and one can be mailed to you.

2. Visit City Hall at 5275 Orange Avenue, Cypress, CA 90630, and pick one up.

3. The business license application can also be completed on line at [www.ci.cypress.ca.us](http://www.ci.cypress.ca.us), printed, signed and mailed or delivered, with all of the necessary documents, to: Denise Yarbrough, Senior Licensing Specialist, 5275 Orange Avenue, Cypress, CA 90630

*Mandatory fields on this form as they apply to your business:*

*Social Security Number and/or Federal number, Contractors Class, Contractors License, any state license, and resale number. If DBA, a copy of your filing must be submitted with the City of Cypress Business License Application.*