



**Important Reminder
RE: B&O Tax Filing
Deadline Extension**

**SHORELINE
CITY COUNCIL**

Will Hall
Mayor

Doris McConnell
Deputy Mayor

Susan Chang

Keith A. McGlashan

Chris Roberts

Betsy Robertson

Keith Scully

August 18, 2020

<BusinessName>
<City Account #: >
<Street>
<City>, <State> <ZipCode>

Dear Business Person of <BusinessName>,

We are acutely aware of the impacts to our local businesses from COVID-19. We have established an internal COVID-19 business response team, and, in collaboration with partners around the region and at the federal level we are exploring every avenue possible to bring support to our businesses.

This letter provides important information on the City's efforts to support our local businesses through the Small Business Support Grant, Interim Regulations to support outdoor dining, and Business & Occupation (B&O) Tax Filing Deadline Extension.

B&O Tax Filing Deadline Extension.

The City of Shoreline offered relief to small businesses, as defined below, by extending the filing and payment deadlines for 2020's first and second quarter B&O tax and Gambling Tax returns until October 31.

You can view the temporary emergency order at shorelinewa.gov/c19bizresponse.

Who Qualifies?

- Any person, as that term is defined in SMC 3.22.030(P), that is required to pay B&O Tax pursuant to SMC Chapter 3.22 and reported less than \$5,000,000 in taxable income for 2019.
- Any person, as that term is defined in RCW 9.46.0289, that is required to pay gambling tax pursuant to SMC Chapter 3.30.

This extension does not apply to those persons assigned to a monthly, annual, or active non-reporter basis.

How do I File?

Deferred tax returns for 2020's first and second quarter B&O Tax and Gambling Tax returns must be submitted on a paper copy of the Multi-Purpose Tax Return for 2020 Tax Deferral for Eligible Small Businesses, which can be found online at: shorelinewa.gov/businessoccupationtax. Please note quarter one and quarter two deferred returns must be filed separately.

Should you have any questions related to business licensing, please do not hesitate to visit shorelinewa.gov/businesslicense or contact B&O Tax Analyst Alice Kim at akim@shorelinewa.gov



Interim Regulations to Encourage Outdoor Dining

In July, City Council adopted interim regulations to allow restaurants and bars to safely add seating in parking lots, sidewalks, on-street parking areas, and other outdoor areas.

- **Parking lots on private property:** After submitting an Outdoor Seating Area Registration Form, eating and drinking establishments with access to a private parking lot can now use this area for outdoor seating. There is no application fee for this registration.
- **Public right-of-way (public sidewalks, on-street parking, or other public space):** To use a public space for outdoor dining, businesses must apply for a right-of-way site permit. We estimate it will take 7 business days to process these permits once all necessary materials are provided. The interim regulations include the waiving of the right-of-way site permit fee and the periodic use fee.
- **Forms and permit applications can be found at shorelinewa.gov/c19bizresponse.**
- **Questions?** Contact Planning and Community Development by **Phone at (206) 801-2500 or email at pcd@shorelinewa.gov.**

Small Business Support Program

In June, the Shoreline City Council approved establishing a Small Business Support Program (SBSP) to provide \$500,000 in grants to Shoreline small businesses impacted by COVID-19. Funding for the program came from Federal CARES Act relief funds (\$410,000) and money allocated by the King County Council for local business support (\$90,000).

The SBSP received applications from 68 businesses totaling \$1.2 million in grant requests. Applications were scored based on the criteria approved by City Council including financial loss, recovery plan, potential jobs lost, placemaking, and independent businesses. Grantees received awards up to \$20,000. A full list of grant recipients is available at shorelinewa.gov/c19bizresponse. Where you can also sign up for news and updates. Be sure to click on the mail icon for "COVID-19 Business Response."

We continue to look for additional funds and opportunities to help our local economy weather the pandemic and encourage you to keep in touch.

Should you have any questions about small business support, please do not hesitate to contact the Economic Development Program Manager Nathan Daum at ndaum@shorelinewa.gov.

Because we are not able to communicate quickly and efficiently via printed mail, the City of Shoreline encourages businesses to sign up for alerts, such as relief information, resources, and other updates from the COVID-19 Business Support Response Team, news releases, Council meeting agendas, project updates, and/or neighborhood news. To do so, sign up for eNotifications at shorelinewa.gov/alert.

Sincerely,
Alice Kim
B&O Tax Analyst
O: (206) 801-2324



Translations

English If you would like to communicate with the City of Shoreline or review a document in another language, please send your request along with your contact information to akim@shorelinewa.gov or call 206-801-2324.

Spanish Si quisiera comunicarse con la ciudad de Shoreline o revisar un documento en otro idioma, envíe su solicitud junto con su información de contacto a akim@shorelinewa.gov o llame al 206-801-2324.

Chinese (Traditional) 如果您想與 City of Shoreline 進行交流或檢視以另一種語言提供的文件，請將您的請求連同您的聯絡資訊發送到 akim@shorelinewa.gov 或請致電 206-801-2324。

Chinese (Simplified) 如果您想与 City of Shoreline 进行交流或查看以另一种语言提供的文档，请将您的请求连同您的联系信息发送到 akim@shorelinewa.gov 或请致电 206-801-2324。

Korean City of Shoreline에 연락하고 싶거나 다른 언어로 된 문서를 검토하려면 연락처 정보와 함께 요청서를 akim@shorelinewa.gov 로 제출하거나 206-801-2324 번으로 전화해 주십시오.

Vietnamese Nếu quý vị muốn liên hệ với Thành phố Shoreline hoặc đọc tài liệu bằng ngôn ngữ khác, vui lòng gửi yêu cầu cùng với thông tin liên hệ tới địa chỉ akim@shorelinewa.gov hoặc gọi 206-801-2324.

Tagalog Kung gusto mong makipag-usap sa Lungsod ng Shoreline o suriin ang isang dokumento sa ibang wika, pakipadala ang iyong kahilingan kasama ng iyong impormasyon sa pakikipag-ugnayan sa akim@shorelinewa.gov o tumawag sa 206-801-2324.

Amharic የሾርላይን ከተማ ጋር ለመገናኘት ከፈለጉ ወይም አንድን ሰነድ በሌላ ቋንቋ ለመከለስ ከፈለጉ ጥያቄዎን ከመገኛ መረጃዎ ጋር በማድረግ በ akim@shorelinewa.gov ላይ ኢሜይል ያድርጉ ወይም በ 206-801-2324 ላይ ስልክ ይደውሉ።

Tigrigna ምስ ከተማ ሾርላይን ክትዘራረቡ ወይ ድማ ሰነዳትኩም ብከልኡ ቋንቋ ከተገምግሙ ምስ ኢትደልደ፡ ጠለባትኩም ምስናይ ናይ መርከቢ ሓበሬታኹም ናብ akim@shorelinewa.gov ስደዱ ወይ ድማ ብቕጽሪ 206-801-2324 ደውሉ።

Russian Если вы хотите связаться с представителями города Шорлайн (Shoreline) или ознакомиться с документом на другом языке, отправьте запрос вместе со своими контактными данными на адрес akim@shorelinewa.gov или позвоните по телефону 206-801-2324.

Khmer (Cambodian) ប្រសិនបើលោកអ្នកចង់ប្រាស្រ័យទាក់ទងជាមួយទីក្រុង Shoreline ឬពិនិត្យឯកសារឡើងវិញជាភាសាផ្សេងទៀត សូមផ្ញើសំណើរបស់អ្នកជាមួយព័ត៌មានទាក់ទងរបស់អ្នកទៅ akim@shorelinewa.gov ឬហៅទូរស័ព្ទទៅលេខ 206-801-2324។