



Simi Valley of business growth.

Congratulations on your decision to locate your business to Simi Valley. Moving a business is not an easy task. A major event in the life of a business, moving can generate almost as much stress as starting the business itself. The most important part of moving a business is to plan everything out well in advance to minimize downtime and get your employees back to running your company. The following are some of the things to consider in your business relocation plan.

Relocation Checklist:

- ✓ Submit *Form 8822-B* to the U.S. Internal Revenue Service (IRS) to update your business mailing address, employer identification, tax registration filings and any other business tax returns.
- ✓ Update your business mailing address with the U.S. Postal Service to forward mail to your new business mailing location.
- ✓ Submit a *change of address form* to the California Secretary of State's Office to update your business entity formation and registration filings.
- ✓ Submit *Form BOE-345-WEB* to the California Board of Equalization to update the business mailing address for your Sales and Use Permit.
- ✓ Submit *Form 3533* to the California Franchise Tax Board to update your business mailing address for income tax filings.
- ✓ If you are a registered employer, submit *Form DE 24* to the California Employment Development Department to update changes in business name, address, or legal entity for payroll tax filings.

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Other things to remember:

- Businesses located in Ventura County must file a Fictitious Business Name with the County Clerk & Recorder. Visit www.Ventura.org and click on “County Clerk” under the “Departments” tab for more information and forms.
- Businesses transacting business in the City of Simi Valley must obtain a Simi Valley Business Tax Certificate. Visit www.SimiValley.org and click on “Business Tax & Licensing” under the “For Business” tab for more information and forms.
- Businesses that handle food, hazardous materials & waste, medical waste, and other contaminants need special permits from the County of Ventura. Visit www.Ventura.org and click on the “Resource Management Agency” under the “Departments” tab then select “Environmental Health” for more information.
- If your business is not on VoIP, contact AT&T to get new phone numbers or to relocate your existing service. Simi Valley is in the 805 area code; if you are relocating from a different area code and want to keep your old telephone number, discuss with AT&T the ability to keep your old number and transfer calls from it to your new 805 area code number.
- Determine if any equipment requires specialized or approved vendors to move it. This could include copiers, lab equipment, manufacturing equipment, and certain electronics.
- Contact your internet services provider to schedule a cut-over date for the service.
- Contact the building representative for your new location regarding allowed signage and get approvals for any new signage, both interior and exterior.
- If you are responsible for utilities at your new location, contact those utility companies: Golden State Water, Waterworks District No. 8, Southern California Edison, Southern California Gas Company.
- Order new stationery, business cards, and forms to reflect the new address.
- Notify your clients, customers and vendors of the new address and the date the relocation becomes effective.
- Contact your banking institutions with the change of address.
- Notify your insurance carrier of the address change and ascertain any rate changes.
- Review your payroll system. Payroll should include wages to meet the State of California minimum wage requirements; there is no additional minimum wage requirement in Simi Valley.
- If your business is involved in transactions that are subject to sales tax, ensure the sales tax rate reflects the Simi Valley rate of 7.5% (City of Los Angeles sales tax is 9%).
- Change online profiles including the company website, Google listings, and any social media to reflect the new address.

