CITY OF WEST HOLLYWOOD
MINIMUM WAGE WAIVER APPLICATION

This waiver application is for West Hollywood Employer's businesses only. If approved, the waiver will expire one (1) year from the date of approval. Approved Employer's businesses must pay at least the minimum wage as required by State Law and will not be allowed to apply for another waiver. Questions regarding the waiver application should be directed to business@weho.org.

EMPLOYER BUSINESS INFORMATION

Business Name _____ Phone Number _____

Business Mailing Address _____

Business Location Address _____

Total Number of Employees _____

Business Type ☐ Corporation ☐ S-Corp ☐ LLC ☐ Partnership ☐ Sole Proprietor

Total number of businesses you have within the County of Los Angeles _____

Total number of businesses you have within the City of West Hollywood _____

WORKFORCE INFORMATION

Check off at least one (1) box in Part A that best describes your reason for requesting a waiver from the City of West Hollywood minimum wage and attach all documentation listed in Part B.

PART A	PART B (Supporting Documentation Required)
☐ My business will have to declare bankruptcy or be shutdown	• Submit a memo stating the business' current financial status and how Ordinance No. 21-1168 will force the business to declare bankruptcy or be shutdown • Submit a copy of the written notice sent to all Employees informing them of the business' application for a waiver • Submit the business' State and Federal Tax Returns for the most recent three filed calendar years

	• Submit business' Profit and Loss (P&L) Statement for the last three calendar years • Submit a projected financial statement for one year of projected income and finances with a written explanation as to how you expect to achieve this projection • Submit business lease (if applicable)
☐ My business will have to reduce its workforce by more than twenty percent (20%)	• Submit a memo stating the business' current financial status and how Ordinance No. 21-1168 will force the business to reduce its workforce by more than twenty percent (20%) • Submit a copy of the written notice sent to all Employees informing them of the business' application for a waiver • Submit the business' State and Federal Tax Returns for the most recent three filed calendar years • Submit all four (4) quarters of IRS Form 941 for 2019, 2020, and 2021
☐ My business will have to curtail its Employees' total hours by more than thirty percent (30%)	• Submit a memo stating the business' current financial status and how Ordinance No. 21-1168 will force the business to curtail its Employees' total hours by more than thirty percent (30%) • Submit a copy of the written notice sent to all Employees informing them of the business' application for a waiver • Submit the business' State and Federal Tax Returns for the most recent three filed calendar years • Submit all four (4) quarters of IRS Form 941 for 2019, 2020, and 2021 • Submit 2019, 2020, and 2021 timesheets (or similar) for all employees showing number of hours worked each month

If you DID NOT check ANY boxes in PART A, your business is not eligible for a waiver. If you checked ANY boxes in Part A, attach the required supporting documentation, sign, and submit this waiver application to David Wilson at dwilson@weho.org. Please note, if an audit of this

information is required, it is at the business' expense. Questions regarding the waiver application should be submitted to business@weho.org.

PUBLIC RECORDS REQUESTS AND PROPRIETARY DATA

Information contained in the waiver applications may be subject to disclosure under the California Public Records Act. Any sections or pages the applicant considers confidential, proprietary or sensitive should be clearly marked within the waiver application, although such marking is not determinative of whether it is subject to release under state law. The City reserves the right to disclose and/or withhold any information contained therein in accordance with the law.

CERTIFICATION

By signing this form, I certify under penalty of perjury under the laws of the State of California that all information on this form and any additional supporting information submitted with this form is true and correct to the best of my knowledge. In submitting this waiver application, I understand that I must provide: (1) advance, written notice to all Employees of this application for waiver; and (2) written notice to all Employees of the City Manager's or their designee's determination within three (3) business days after such determination is made. If I am approved for a waiver, I understand I will have to submit the business' State and Federal filed tax returns for the year(s) in which the waiver is approved. If this waiver application is approved for a waiver due to the business' reduction in workforce by more than 20% or the business' reduction in Employees' hours by more than 30%, I understand I will be required to submit IRS Form 941 on a quarterly basis during the waiver period. I further certify that I have read and understand West Hollywood Ordinance No. 21-1168 and will comply with this Ordinance as required by law.

_____	_____
Print Name of Person Completing this Form	Signature of Person Completing this Form

_____	_____	_____
Title	Phone Number	Date