

CITY OF LOS ANGELES - BUSINESS TAX APPLICATION

For assistance in completing this form, please contact or visit any of our offices listed on the cover letter. Completed applications should be mailed to the address noted on the reverse side.

- If you already have a Business Tax Registration Certificate: Enter the account number and complete only the legal name and signature box below, including daytime telephone number. **Tax Registration Certificate Account Number:** _____
- If you **do not** have a Business Tax Registration Certificate: Provide applicable information requested below including signature box and daytime telephone number. You will be billed via mail. If you prefer, you can have your tax liability calculated for you over the telephone and remit payment with this form (on reverse side) or you can visit any of our offices for assistance in registration and payment.
- If you believe you are not subject to City of Los Angeles business tax, please refer to the reverse side of this application; check appropriate box and complete applicable section. Complete signature box, including daytime telephone number and return.

Business Type (check one): Individual Partnership Corporation

Please print or type:

Legal Name: _____
Do not use DBA (fictitious name) here

Social Security No. (SSN) - OR - Federal Employer Identification No. (FEIN): _____
(NOTE: SSN/FEIN is confidential and not part of any public record)

Business Address: _____
Do not use P. O. Box here Street Address City State Zip Code
Please check appropriate box Commercial Location Residence

Business Name (DBA): _____

Care Of (C/O): _____

Mailing Address: _____
If different from Business Address Street Address or P.O. Box City State Zip Code

Description of Business: _____
(Provide in Detail)

Starting Date of Business: Month _____ Day _____ Year _____

Gross Receipts*:

Business activity** / Date activity started

Calendar Year Gross Receipts:

2000	2001	2002	2003	2004	2005	2006	2007
_____	_____	_____	_____	_____	_____	_____	_____

Please Note: A minimum business tax is due based on your business activity(ies) for the first year of operation.

*If your business is located within the City of Los Angeles and a portion of your gross revenue is derived from outside the City, or your business is located outside the City and a portion of your gross revenue is derived from inside the City, then applicable apportionment formulas may reduce your tax liability.

**Due to the large number of various business activities described under Section 21.53 to 21.197 of the Business Tax Ordinance, it is not practical to list each separately. For specific activities and rates, contact the Office of Finance or visit our website (www.lacity.org/finance).

I declare, under penalty of perjury under the laws of the State of California, that to the best of my knowledge the foregoing is true, correct and complete.

Signature _____ Date _____

Title _____

Daytime Telephone Number _____ Email Address _____

In all situations, please remember to sign your form when returning it to the above address. Information regarding the new Business Tax Rates and Exemptions, Enforcement Program and L.A.M.C. Section 21.03 are available at the Office of Finance website (www.lacity.org/finance/). To review L.A.M.C. Section 21.03, click on Business Tax Ordinance. Your timely response to this inquiry is appreciated so that we may resolve this matter.

Sincerely,

Office of Finance
Enclosures

CITY HALL OFFICE

City Hall 200 N. Spring St. Rm 101 PHONE (213) 473-5901 Open Mon. through Fri. 8 AM to 5PM
(Use Main St. Entrance)

BRANCH OFFICES AND HOURS

Van Nuys Civic Center	Braude Constituent Svcs. Center 6262 Van Nuys Blvd.	Rm 110	PHONE (818) 374-6850	Open Mon. through Fri.	8 AM to 5PM
West Los Angeles	1828 Sawtelle Blvd.	Rm 102	PHONE (310) 575-8888	Open Mon. through Fri.	8 AM to 5PM
Hollywood	6501 Fountain Ave.		PHONE (213) 485-3935 PHONE (213) 485-6305	Open Mon. through Fri.	8 AM to 5PM
San Pedro	638 S. Beacon St.	Rm 211	PHONE (310) 732-4537	Open Mon., Wed., and Fri.	7:30 AM to 12 PM 1 PM to 4:30 PM
Westchester Municipal Building	7166 W. Manchester Ave.	Rm 9	PHONE (213) 473-6750	Open Tues. and Thurs.	8 AM to 12 PM
Watts Civic Center Building	10221 Compton Ave.	Rm 202	PHONE (213) 473-5109	Open Tues. and Thurs.	1 PM to 4:30 PM

ATTENTION - PLEASE READ

Non-financial information pertaining to your City of Los Angeles tax and permit records are subject to public disclosure under provisions of the California Public Records Act, Government Code Section 6250 et seq. If you are engaged in a home-based business, your residential information is also subject to public disclosure if that location is utilized for business purposes.

If you are unclear if this applies to you, please ask for clarification from a public counter staff person.

For the latest information about these and other issues, visit our website at www.lacity.org/finance/, call our taxpayer assistance line at (213) 473-5901, or call or visit any of our branch offices listed above. Also, please be aware of the following programs to assist you:

• **DO YOU HAVE OUTSTANDING TAXES DUE THE CITY?**

Credit Card Payment The Office of Finance accepts payment by MasterCard, Visa, Discover and American Express.

Installment Payments If your tax liability is \$1,000 or more send the completed application with a formal letter requesting to pay the liability in installments and it will be referred to the Billing Unit. Please note that your total liability will include the sum of principal, interest and penalty.