

By completing this form and submitting it to the Office of Finance in an electronic format, such as email, you agree that the submitted form has the same legal effect, validity and enforceability of a form submitted to us via US mail or in person.

You also agree that the aforementioned form legally represents a document sent by you or your legal representative.

INFORMATION UPDATE FORM INSTRUCTIONS

- A. DBA (Doing Business As)*** – If your DBA (Doing Business As) has changed, check box (A) on page 11, Information Update Form, and provide your new DBA and the date the change took effect.
- B. MAILING ADDRESS*** – If the mailing address of your business has changed from that shown on the Renewal Form, check box (B) on page 11, Information Update Form, and provide the new mailing address and the date the change took effect.
- C. LEGAL NAME*** – If the legal name of your business has changed from that shown on the Renewal and Worksheet Forms (pages 7 & 8) check box (C) on page 11, Information Update Form, and provide the new legal name of your business, telephone number and the date the change took effect.
- D. BUSINESS ADDRESS*** – If the address of your business has changed from that shown on the Renewal Form, check box (D) on page 11, Information Update Form, and provide the new business address and the date the change took effect. *If the new business address is outside of the City of Los Angeles, include the reason for the change and new phone number in (I).* If you have moved out of the City of Los Angeles and solicit or promote business activities within the City of Los Angeles seven or more days a year, you are required to pay tax. Please review the map of communities on the inside cover of this booklet. If you have any questions, please call one of the offices listed on the back cover of this booklet.
- E. ALL RENTAL PROPERTY SOLD** – This instruction applies only if Class Code 043, “**Commercial Rental(s)**” or “**Hotels/Apartments, etc.**”, business activities are listed on your Renewal Form. (1) If you **sold all** properties prior to January 1st of this year, check box (E) on the Information Update Form (page 11) and provide the date of sale for the properties. (2) If you **sold only a portion** of the properties whose rents are included in the above business activities, you still must file a business tax renewal form. See instruction (H) below. (3) If you **sold all** properties prior to January 1st of this year, **but are still engaged in other activities** listed on the Renewal Form, see instruction (G). (4) If you **sold all** properties prior to January 1st of this year but **the above business activity(ies) was new for last year**, complete the Tax Worksheet and enter the amount of tax from Column J only on the Renewal Form. (5) If you were **not in business** for Class Code 043 last year, check box (E) on Information Update Form (page 11) and provide the end date for the activities. Enter your Basis for Tax on the appropriate line number in Column E on the Tax Worksheet, but leave Column K, Tax Due, blank.
- F. ENTIRE BUSINESS SOLD OR DISCONTINUED** – If you sold or discontinued all activities listed on the Renewal Form on page 7 prior to January 1st of this year, check box (F) on page 11 Information Update Form and provide the effective date of the end of business and complete section (I). If none of your business activities were new for last year, enter your basis for tax on the appropriate line(s) in Column E lines 8-15 on the Renewal Form, but leave Column K, Tax Due blank. If any of your business activities were new for last year, complete the Tax Worksheet for the activity and enter the amount of tax from Column J only in Column K of the Renewal Form.
- G. INDIVIDUAL BUSINESS ACTIVITY SOLD, DISCONTINUED, OR TRANSFERRED** – If your business is still in operation but you have sold or completely discontinued one or more of the business activities listed on the Renewal Form prior to January 1st of this year, check box (G) on page 11, Information Update Form and list the ceased activity(ies) and the effective date(s). Be sure to indicate the affected class code(s). If the activity(ies) which ended was(were) not new last year, enter your basis for tax on the appropriate line(s) in Column E, Basis for Tax, lines 8-15 on the Renewal Form, but leave Column K, Tax Due blank. If the activity(ies) which ended was(were) new last year, complete the Tax Worksheet for the activity(ies) and enter the amount of tax from Tax Worksheet Column J only in Column K of the Renewal Form.
- H. PORTION OF BUSINESS ACTIVITY SOLD OR TRANSFERRED** – If you SOLD OR TRANSFERRED only a portion or part of a business activity to another person, (and did not simply discontinue or cease it) prior to January 1st of this year, you may exclude from your Basis for Tax the gross receipts of that portion of the business activity which you sold or transferred, if such excluded gross receipts can be clearly identified. Check box (H) on page 11, Information Update Form, and provide the class code(s) and effective date(s). Include in your Basis for Tax, in Column E of the Renewal Form, only the gross receipts from the continuing portion of the business activity.
- I. BUSINESS RELOCATED OUT OF CITY** – If your business relocated outside the City of Los Angeles, please, check box (I) on page 11 and provide the primary reason(s) for relocating outside the City and a telephone number where you can be reached. If you do not plan to continue conducting business in the City, provide the date you last provided service in the City.
- J. FISCAL YEAR FILING** – To **begin reporting** on a fiscal year basis check box (J) on page 11, Information Update Form, and provide the beginning and ending dates of your fiscal year.
- K. FISCAL YEAR FILING** – To **change** your previously reported fiscal year, check box (K) on page 11, Information Update Form, and provide the revised beginning and ending dates of your fiscal year.

**CITY OF LOS ANGELES
INFORMATION UPDATE FORM**

2009

Account #: _____ Name: _____

NOTE: Tax Registration Certificates are not transferable. If your business is sold or transferred to another entity or you purchased a business, a new Tax Registration Certificate is required.

A. Doing Business As (DBA)* _____ Date _____

B. Mailing Address* _____ Date _____

City _____ State _____ Zip _____

C/O _____

Is this a residential Address (Yes / No)? Circle One

Is this address located outside the United States (Yes / No)? Circle One

C. Legal Name Change* _____ Date _____

New Telephone Number (_____) _____

D. Business Address* _____ Date _____

City _____ State _____ Zip _____

Is this a residential Address (Yes / No)? Circle One

Is this address located outside the United States (Yes / No)? Circle One

E. All Rental Property Sold Date _____

F. Entire Business(es) Sold or Discontinued Date _____

G. Individual Business Activity Sold or Discontinued Date _____ Fund/Class(es) _____

H. Portion of Business Activity Sold or Transferred Date _____ Fund/Class(es) _____

I. If you relocated all or part of your business out of the City of Los Angeles, state the reason(s) and include your new phone number (_____) _____ - _____.

If you do not plan to continue conducting business in the city, provide the last date you last provided service in the City. Date _____

J. Fiscal year reporting **START** - fiscal year beginning _____, and ending: _____

K. **CHANGE** previously reported fiscal year to beginning _____, and ending: _____

Sign: _____

Date: _____

Print Name: _____

Phone: _____

Title: _____

Email Address: _____