



PART I

Applicant's Legal Business Name _____

Applicant's Business Address _____

Applicant's Primary Contact Person _____ Title _____

Applicant's Telephone Number () _____

Applicant's Authorized Representative (if application is submitted under anonymity)

Name _____ Title _____

Address _____

Telephone Number () _____

PART II

Business Tax Periods to be covered by the agreement _____

PART III

1. Are you engaged in business in the City of Los Angeles as defined by Los Angeles Municipal Code (LAMC) Section 21.00(i)? ____ Yes ____ No
2. Have you previously filed an application for a Business Tax Registration Certificate, been registered or filed a Business Tax renewal form with the Office of Finance? ____ Yes ____ No
3. Have you previously been contacted by the Office of Finance or its contractors regarding your tax liabilities under Article I Chapter 2 of the LAMC, or are you currently under audit for or otherwise contesting such liabilities? ____ Yes ____ No
4. Do you agree to fully and completely cooperate with the Office of Finance's investigation of the taxes at issue covered by the requested Voluntary Disclosure Agreement? ____ Yes ____ No
5. Is your failure to register for a Business Tax Registration Certificate and pay the Business Tax due to fraud or the intent to evade the provisions of the LAMC? ____ Yes ____ No

If you answered "No" to questions No. 1 or No. 4, or "Yes" to questions No. 2, No. 3, or No. 5, STOP HERE – The applicant does not qualify for the Voluntary Disclosure Program.

If you answered "Yes" to questions No. 1 and No. 4, and "No" to questions No. 2, No. 3, and No. 5, please continue to Part IV on page two of this application.



PART IV

On a separate sheet labeled **Exhibit A**, include the following information and attach to the Voluntary Disclosure Program application:

1. A detailed description of the applicant’s business activities
2. All material facts supporting the application

PART V

On a separate sheet labeled **Exhibit B**, provide the amount of delinquent Business Tax due for each tax period that the applicant has been engaged in business in the City of Los Angeles (up to a maximum of eight tax periods, if applicable) and attach to the Voluntary Disclosure Program application. Please include all accompanying computations utilized to arrive at the reported amounts of delinquent Business Tax due to the City of Los Angeles.

PART VI

Under penalties of perjury, I declare that I am the applicant, or authorized by the unnamed applicant(s) to act as its agent in applying for the Voluntary Disclosure Program, and the information given above and in the attached Exhibit A, Exhibit B, and any supplemental information, are true, correct, and complete to the best of my knowledge and belief.

Print Name

Title

Signature

Date



INSTRUCTIONS FOR FILING OF APPLICATION FOR VOLUNTARY DISCLOSURE

An application must be completed and signed under penalty of perjury in order to participate in the Voluntary Disclosure Program. To remain anonymous, if so desired, an applicant may have an authorized representative contact the City. The representative should not reveal the name of the applicant or any information that could readily identify the applicant to the Office of Finance until the agreement is executed.

Application PART I

If the applicant does not wish to apply anonymously, the applicant must enter its legal business name, business address, primary contact person, title, and telephone number.

If the applicant wishes to apply anonymously, please enter the name, title, address, and the telephone number of the applicant's authorized representative. The applicant must authorize the named individual to serve as the applicant's representative during the Voluntary Disclosure Program application review process.

Application PART II

State each tax period to be covered by the requested agreement.

Application PART III

Answer each question in this section. If the applicant answers "NO" to questions No. 1 or No. 4, or "Yes" to questions No. 2, No. 3, or No. 5, the applicant does not qualify to participate in the Voluntary Disclosure Program. Please do not submit this application.

If the applicant answers "Yes" to questions No. 1 and No. 4, and "No" to questions No. 2, No. 3, and No. 5, please continue to Part IV of the application.

Application PART IV

Please use a separate sheet labeled **Exhibit A** and provide the following information. Please remember to attach **Exhibit A** to the Voluntary Disclosure Program application.

- A detailed description of the applicant's business activities
- All material facts supporting the application

Application PART V

Please use a separate sheet labeled **Exhibit B** and provide the following information. Please remember to attach **Exhibit B** to the Voluntary Disclosure Program application.

- For each tax period that the applicant has been engaged in business in the City of Los Angeles (up to a maximum of eight tax periods, if applicable), a calculation of delinquent Business Tax due.
- Computations and/or schedules utilized to determine the delinquent Business Tax.

Application PART VI

The applicant or the applicant's authorized representative must complete this section and sign under penalty of perjury certifying that the information contained in the Voluntary Disclosure Program application, including all exhibits or attachments, are true, correct and complete.

MAILING APPLICATION TO THE CITY OF LOS ANGELES

Requests to participate in the Voluntary Disclosure Program must be in writing. All applications, exhibits, and other supporting documents must be mailed to:

**City of Los Angeles
OFFICE OF FINANCE - Voluntary Disclosure Program Unit
Attn.: Tax and Permit Division, Audit Section
200 N. Spring St.
Los Angeles, CA 90012**

If you have questions regarding the Voluntary Disclosure Program, please email teresita.diaz@lacity.org.