Dear City of Los Angeles Vendor:

Re: Tax Registration Certificate (TRC) and/or Vendor Registration Number (VRN)

On October 14, 1987, the City of Los Angeles Controller’s Office implemented a program designed to ensure that all businesses (hereafter referred to as vendors), which contract to provide goods or services to the City, have fully complied with all business tax requirements. As such, each vendor must provide the Controller’s Office with a registration account number issued by the Los Angeles Office of Finance, prior to being paid for any goods or services provided.

The Office of Finance is responsible for the collection of various taxes, fees, and charges as required under the Los Angeles Municipal Code. Section 21.03 L.A.M.C. (Imposition of Tax) requires persons engaged in any business or occupation within the City of Los Angeles to register and pay the required tax due. Businesses, including vendors, owing a business tax are issued a Tax Registration Certificate (TRC). However, in some cases businesses are not required to pay a business tax, depending on the nature and location of that business. In those cases, the vendor is issued a Vendor Registration Number (VRN). In order to be paid under contract with the City, a Tax Registration Certificate Number (TRC) or Vendor Registration Number (VRN) must be provided to the Controller’s Office.

In order to obtain the required registration number, please complete and return the enclosed application (Exhibit A), along with the appropriate attachments, based on your business activity. Applications are reviewed by Office of Finance personnel and the appropriate registration number will be issued. An annual business tax is due upon issuance of a Tax Registration Certificate Number (TRC). All Vendor Registration Numbers (VRN) will be reviewed on an annual basis.

Additionally, non-profit organizations may apply for an exempt Tax Registration Certificate. Applications for exemption of the City of Los Angeles business tax are reviewed by the Office of Finance and/or the Los Angeles Police Department, Commission Investigation Division, Charitable Services Unit to determine if an exemption should be granted. The determination is generally completed in approximately thirty (30) days from the date all required documentation is submitted.

If you require non-profit tax exemption information, please contact the Tax Exemption Unit at (213) 978-3050, or if you have questions regarding Vendor Registration, please contact the Special Desk Unit at (844) 663-4411.

Enclosures
## Office of Finance

(Main Office)
City Hall
200 North Spring Street
Room 101
Los Angeles, CA 90012
(844) 663-4411

Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

<table>
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<tr>
<th>BRANCH OFFICES</th>
<th>TELEPHONE NUMBERS</th>
<th>HOURS</th>
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<tr>
<td>Van Nuys Civic Center</td>
<td>(844) 663-4411</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>6262 Van Nuys Blvd #110</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>West Los Angeles</td>
<td>(844) 663-4411</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>1828 Sawtelle Bl., Room 102</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Figueroa Plaza Bldg. One Stop Ctr.</td>
<td>(844) 663-4411</td>
<td>Mon. Tue. Thu. Fri.</td>
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<tr>
<td>201 N. Figueroa St., 3rd Floor</td>
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<td>7:30 a.m. – 4:30 p.m.</td>
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<td>(Counter 17)</td>
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<td>Wed. 9:00 a.m. – 4:30 p.m.</td>
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(Revised 11/05)
APPLICATION FOR TAX REGISTRATION CERTIFICATE OR VENDOR REGISTRATION NUMBER

In order to obtain the required Tax Registration Certificate or a Vendor Registration Number, please complete the following information:

LEGAL NAME OF OWNER: ____________________________________________
(Individual, Partnership, or Corporation)

BUSINESS NAME: _________________________________________________
(DBA or Fictitious Name of Business)

BUSINESS ADDRESS: ____________________________________________
(Do Not Use a P.O. Box) □ Residential □ Non-residential

MAILING ADDRESS: ____________________________________________
(If Different from Business Address)

C/O: __________________________________________________________

DESCRIPTION OF BUSINESS: ____________________________________

BUSINESS START DATE WITHIN THE CITY OF LOS ANGELES: __________  
MONTH    DAY    YEAR

Please circle the exhibit(s) you are submitting with EXHIBIT A:

B C D E F G H I J K L M

SOCIAL SECURITY NUMBER (SSN), if there ARE NO business related employees:  
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN), if there ARE related employees:

SSN                           FEIN

NOTE: SSN/FEIN is confidential, not part of public record.

Signature: ___________________________ Title: ___________________________

Telephone: (____) ________________ Date: ___________________________

Return this application and the applicable exhibits to the Office of Finance, Special Desk Unit, 200 N. Spring St, Room 101, Los Angeles, California 90012.

FOR OFFICE USE ONLY
# INFORMATION AND VENDOR QUESTIONNAIRE PACKAGE

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(Revised 11/05)
SELLING GOODS, WARES, OR MERCHANDISE AT WHOLESALE OR RETAIL

1. Are you engaged in business within the City of Los Angeles?

   (If Yes, Answer #2) (If No, Answer #3)

You are engaged in business within the City of Los Angeles when, through the physical presence of yourself, your employees, your agents, or your equipment, you carry on activities within the City of Los Angeles which are designed to solicit, promote, stimulate, or otherwise encourage the sale of goods, wares, or merchandise seven (7) or more days per calendar year. This includes the delivery of your merchandise within the City of Los Angeles in vehicles owned and operated by you or your employees.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?

   Account Number ____________________________

   If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

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<thead>
<tr>
<th>YEAR</th>
<th>GROSS RECEIPTS</th>
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3. If your answer to Question No. 1 is “NO”, but you do have customers within the City of Los Angeles, please indicate below the method or methods by which activities in Question No. 1 are accomplished:

   a. Advertising
      ____________________________  ____________________________
   b. Telephone orders
      ____________________________  ____________________________
   c. Bid by mail
      ____________________________  ____________________________
   d. Independent Commission Brokers/Sales Representative
      ____________________________  ____________________________

   If method (d) is used, please provide:

   Name____________________________________________________________________________________
   Address____________________________________________________________________________________
   City_________________________________________ State _____________________________
   Telephone ________________________________________________________________________________

   e. Deliveries are made by means other than vehicles operated by you.
      ____________________________  ____________________________

Signature_________________________________________ Title____________________________

(Revised 11/05)
PROFESSIONAL OR OCCUPATIONAL/MISCELLANEOUS SERVICES

1. Are you engaged in business within the City of Los Angeles?

   YES   NO

   (If Yes, Answer #2)   (If No, Answer #3)

You are engaged in business within the City of Los Angeles when, through physical presence, you carry on any trade, calling, occupation, vocation, profession or other means of livelihood, as an independent contractor, and when the gross receipts are derived from or attributable to activities engaged in within the City of Los Angeles for seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate? ___  ___

   Account Number ________________________

   If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

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3. If your answer to Question No. 1 “NO”, but you do have gross receipts derived from activities within the City of Los Angeles, please indicate below the nature of your activity.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   Signature_________________________________________________  Title__________________________

(Revised 11/05)  C:ia/er
1. Are you engaged in business within the City of Los Angeles?
   (If Yes, Answer #2)  (If No, Answer #3)

You are engaged in business within the City of Los Angeles when, as a contractor or subcontractor, you or your employees undertake any job or project upon land located within the City of Los Angeles including the erection, alteration, improvement, or repair of any type of structure; plumbing, plastering, sheet metal, electrical, cement or tile work; excavating; erection of scaffolding; construction of roads, railroads, pipe lines for seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?  ____  ____

   Account Number _______________________

   If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

   YEAR  GROSS RECEIPTS
   20   $________
   20   $________
   20   $________

3. If your answer to Question No. 1 is “NO”, but you do have contracts with the City of Los Angeles, please provide the Los Angeles City job site addresses below.

   ____________________________
   ____________________________
   ____________________________
   ____________________________

Signature____________________________  Title____________________________

(Revised 11/05)
LEASING OR RENTING TANGIBLE PERSONAL PROPERTY

1. Are you engaged in business within the City of Los Angeles?  
   (If Yes, Answer #2)  (If No, Answer #3)

You are engaged in business within the City of Los Angeles when, through the physical presence of yourself, your employees, your agents, or your equipment, you carry on activities within the City which are designed to solicit, promote, stimulate or otherwise encourage the leasing or rental of tangible personal property for seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?  
   Account Number ____________________________

If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

   YEAR   GROSS RECEIPTS
   
   20___   $______________
   20___   $______________
   20___   $______________

3. If your answer to Question No. 1 is “NO”:
   
   a. Is the property installed at a location within the City of Los Angeles?  
      ____  ____
   
   b. Is there a provision in the lease or rental agreement that use of property is to take place within the City of Los Angeles?  
      ____  ____

Signature_____________________________________________  Title_____________________________________________

(Revised 11/05)  C:ia/cr
LEASING OR RENTING COMMERCIAL PROPERTY

1. Are you engaged in business within the City of Los Angeles?

   ____  ____

You are engaged in business within the City of Los Angeles when you rent or let a building, or structure, or any space therein of any kind on land located in the City of Los Angeles to a tenant for purposes other than dwelling for seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?

   ____  ____

   Account Number _______________________

If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

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3. Please provide the location(s) of the leased property within the City of Los Angeles.

   ______________________________________________________________

   ______________________________________________________________

   ______________________________________________________________

Signature_______________________________________________________ Title_____________________________________________
LEASING OR RENTING HOTEL ROOMS, APARTMENTS OR RESIDENTIAL UNITS

1. Are you engaged in business within the City of Los Angeles? ____ YES  ____ NO

You are engaged in business within the City of Los Angeles when you conduct or operate in the City of Los Angeles a hotel, rooming house, apartment house, house court or bungalow court, any public camp, trailer camp, park or lot where the public may rent camping, trailer or tent space, and renting or letting rooms, apartments or other accommodations for dwelling in any such place for seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate? ____ YES  ____ NO

Account Number ______________________

If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

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3. If the answer to Questions No. 1 is “Yes” and you do not have a valid City of Los Angeles Tax Registration Certificate, please answer the following:

a. Do you rent four (4) or more units within the City of Los Angeles? ____ YES  ____ NO

c. Does your total gross receipts from the activity exceed $20,000 per calendar year? ____ YES  ____ NO

Signature_________________________________________  Title____________________________

(Revised 11/05)
TRUCKING OR HAULING
Supporting documentation identified by the Office of Finance may be required.

1. Are you engaged in business within the City of Los Angeles?    ____    ____

You are engaged in business within the City of Los Angeles when you, your employees or your agents operate a motor vehicle within the City for hire or compensation seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?    ____    ____

Account Number ______________

3. Do you operate as a for hire motor carrier of property required to pay a fee to the State Under the Household Goods Carriers Uniform Business License Tax Act or the Motor Carriers of Property Uniform Fee Act?    ____    ____

If your answer to questions 2 and 3 is “NO”, please contact the Office of Finance, Call Center at (213) 473-5901 for instructions on completing the following:

Please provide the following information for all vehicles:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>UNLADEN WEIGHT</th>
<th>VEHICLE DAYS</th>
<th>NO. OF DAYS OPERATED</th>
</tr>
</thead>
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<tr>
<td>20</td>
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Signature_____________________________________________    Title______________________________

(Revised 11/05)
TRANSPORTING PERSONS FOR HIRE
Supporting documentation identified by the Office of Finance may be required.

1. Are you or do you plan to engage in business within the City of Los Angeles?  ____  ____

   You are engaged in business within the City of Los Angeles when you, your employees
   or your agents operate a motor vehicle within the City for transportation of persons for
   hire or compensation seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate?  ____  ____

   If yes, please provide your Tax Registration Certificate account number: ____________________

3. Do you operate a charter party limousine(s) and have a business address outside the
   City of Los Angeles where all your vehicles are limousine(s) or luxury sedan(s) only,
   with a seating capacity of no more than 9 including the driver?  ____  ____

4. Do you have a franchise granted by the City Department of Transportation?  ____  ____

5. Do you operate your vehicle exclusively in Interstate Commerce?  ____  ____

6. Do you operate a vehicle(s) that meets all of the following: (1) Operated exclusively
   between fixed termini or over regular routes in passenger stage operations.
   (2) Operated as indicated in (1) under certificate issued by the Public Utilities
   Commission, AND (3) Operation has been issued a certificate of public convenience
   and necessity by the Interstate Commerce Commission.  ____  ____

If your answer to questions 2, 3, 4, 5 or 6 is “NO”, please contact the Office of Finance, Tax
Exemption Unit at (844) 663-4411 for instructions on completing the following information for
all vehicles:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEATING CAPACITY (including driver)</th>
<th>VEHICLE DAYS</th>
<th>NO. OF DAYS OPERATED</th>
</tr>
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<tbody>
<tr>
<td>20</td>
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Additionally, please provide the following information for all vehicles that are operated within the City.

<table>
<thead>
<tr>
<th>Vehicle Make (e.g. Lincoln, Ford, Chevrolet, etc.)</th>
<th>Model (e.g. Towncar, Excursion, Express, etc.)</th>
<th>Body Style (e.g. Sedan, SUV, Van, etc.)</th>
<th>Seating Capacity (including Driver)</th>
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Print Name ___________________________________________ Date: ____________________________
Signature ___________________________________________ Title ______________________________
The following entities are exempted from paying Business Taxes by the Constitution of the United States, the Constitution of the State of California or the Los Angeles Municipal Code:

1. Banks
2. Insurers – Insurance related activities which “In Lieu” taxes are paid to the State of California
3. Foreign governments – Agencies exempt from Domestic Taxation by Treaty, International Law or Custom
4. United States Government and Agencies
5. State of California
6. University of California
7. California State Universities and Colleges
8. Community Redevelopment Agency of the City of Los Angeles
9. Housing Authority of the City of Los Angeles
10. County of Los Angeles
11. Los Angeles Convention and Exhibition Commission
12. Los Angeles Memorial Coliseum Commission
13. Districts and Political Subdivisions under the Laws of the State of California (such as):
   a. Los Angeles Unified School District
   b. Los Angeles Community College District
   c. Los Angeles County Flood Control District
   d. Metropolitan Water District
   e. Metropolitan Transit Authority
   f. Mosquito Abatement Districts
   g. Wilmington Cemetery District
   h. Sanitation Districts

I declare, under penalty of perjury under the laws of the State of California, that to the best of my knowledge I/we are one of the entities described above and is/are exempted from paying the City of Los Angeles Business Tax.

Name of Agency

Nature of Business/Type of Agency

Address

Printed Name of Authorized Representative or Agent

Phone Number

Signature

Title

PLEASE RETURN THIS FORM TO THE DEPARTMENT TO WHICH YOU ARE PROVIDING SERVICES AND A COPY TO THE OFFICE OF FINANCE, 200 N. SPRING ST, RM. 101, LOS ANGELES, CALIFORNIA 90012, MAIL STOP 170 – ATTN: TAX EXEMPTION UNIT.
CERTIFICATION OF EXEMPTION
FOR
ONE TIME PURCHASE OR SERVICE RENDERED OVER $200*

The ________________ hereby certifies that a one time purchase of ____________________________ costing ____________________________ was made from the following business:

________________________________________
(Name of Company)

________________________________________
(Address)

________________________________________  __________________________  __________________________
(Company Representative) (Title) (Phone Number)

I/we further certify that to the best of our knowledge, the business is NOT LOCATED IN THE CITY OF LOS ANGELES, does not solicit or conduct business in the City for seven (7) or more days during a calendar year, and does not deliver the goods or merchandise in its own vehicles within the City for seven (7) or more days during a calendar year. Based on the information provided, this business would not appear to owe a Business Tax.

________________________________________
(Department/Bureau Representative)

________________________________________  __________________________  __________________________
(Title) (Phone Number) (Date)

c: Office of Finance
200 N. Spring St., Rm. 101
Los Angeles, CA 90012
Mail Stop 170
Attn: Tax Exemption Unit

(Revised 11/05)
CONDUCTING, OPERATING, OR PROMOTING ANY ENTERTAINMENT, SHOW OR EXHIBITION

YES  NO

1. Are you engaged in business within the City of Los Angeles?

(If Yes, Answer #2) (If No, Answer #3)

You are engaged in business within the City of Los Angeles when, through physical presence, you conduct, operate or promote any entertainment, show or exhibition, where an admission fee is charged, collected or received, or where no admission fee is charged, collected or received but donations of any kind or character are solicited or accepted seven (7) or more days per calendar year.

2. If yes, do you have a valid City of Los Angeles Tax Registration Certificate? ____   ____

Account Number ______________________

If you do not have a valid City of Los Angeles Tax Registration Certificate, please report your City of Los Angeles gross receipts for the previous three calendar years or from the date you began conducting business within the City of Los Angeles.

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3. If your answer to Question No. 1 is “NO” and you do not have a valid City of Los Angeles Tax Registration Certificate, but you have conducted, operated, or promoted any entertainment, show or exhibition within the City of Los Angeles, please provide the name, location and dates of the shows/exhibitions below.

<table>
<thead>
<tr>
<th>NAME OF SHOW/EXHIBITION</th>
<th>LOCATION</th>
<th>DATE</th>
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(If additional space is needed, please use a separate sheet)

Signature ________________________________ Title __________________________

(Revised 11/05) C:ia/er
VENDORS DEEMED CITY OF LOS ANGELES EMPLOYEES

EMPLOYEE STATEMENT:

I _______________________________________________ certify that I
(Name of employee)
am currently working for

_____________________________________________________
(Name of City Department/Bureau)

and that I am under contract with this department in the capacity of an employee as defined in Section 21.00
(Definitions), Subsection (k), Los Angeles Municipal Code and therefore not subject to payment of business
taxes.

_____________________________________________________
(Signature of employee) (Date)

EMPLOYER STATEMENT:

I certify that to the best of my understanding and belief, the above-named individual is deemed to be an
employee of this City Department, based on Section 21.00 (Definitions), Subsection (k), Los Angeles
Municipal Code, which I have reviewed, and therefore not subject to payment of business taxes.

_____________________________________________________
(Department/Bureau Representative)

_____________________________________________________
(Signature and Title) (Phone Number) (Date)

c: Office of Finance
200 N. Spring St., Rm. 101
Los Angeles, CA 90012
Mail Stop 170
Attn: Tax Exemption Unit

(Revised 11/05)