

Diana Mangioglu
INTERIM DIRECTOR of FINANCE

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF FINANCE
ADMINISTRATION DIVISION
200 N. SPRING ST.
ROOM 101 - CITY HALL
LOS ANGELES CA 90012

(844) 663-4411

IMPORTANT NOTICE FOR REMITTERS OF CITY TAX PAYMENTS \$50,000 AND OVER:

TAX PAYMENTS MUST BE MADE BY ELECTRONIC FUNDS TRANSFER VIA AUTOMATED CLEARING HOUSE (ACH)

On September 25, 2004, Ordinance No. 176160 became effective requiring all tax payments of \$50,000 or greater to be made by electronic funds transfers. A review of our records indicates your previous tax payment(s) fall into this category and this ordinance may apply to you. For all future tax payments equal to or greater than \$50,000, you are required by City ordinance to use the ACH method of remittance and must pre-register by returning this letter to our office with the bottom portion filled out. **Even if you have previously registered with our office, this is a revised procedure and requires your attention now before your next tax payment.**

After registration, we will need two components from you when the time comes to pay your taxes – 1) the ACH funds transfer with detailed remittance information plus 2) your completed original tax renewal reporting form providing the basis for your tax liability. The forms may be returned via U.S. mail or faxed to our ACH coordinator at (213) 922-9648 or email to Finance.ACH@lacity.org. **If you previously arranged for ACH electronic payments with our office, you will need to complete and submit this form and contact your bank to update the financial institution information.** Thank you in advance for your cooperation.

ACH REGISTRATION INFORMATION REQUIRED: Please fill out the fields below and return this page by mail or fax prior to your first ACH payment. If you have any questions, please contact our ACH Coordinator at (213) 922-9690 or by email Finance.ACH@lacity.org. Thank you.

Legal Name of Business: _____
Tax Registration Certificate Account No.: _____ FEIN No.: _____
Contact Name: _____ Title: _____
Phone Number: (____) _____ Date: _____
Contact Email: _____

Account Name: City of Los Angeles, Office of Finance Account	(UPIC) No.: Check appropriate box:	
Bank Name: JPMorgan Chase New York, NY 10017	<input type="radio"/> Finance Business Tax Renewals	668200816
Bank ABA No.: 322271627	<input type="radio"/> Utility Users Tax	668200865
	<input type="radio"/> Transient Occupancy Tax	668200873
	<input type="radio"/> Parking Occupancy Tax	668200881
	<input type="radio"/> Finance Monthly Renewals	668200808

Mail: Office of Finance
Automated Clearing House (ACH) Coordinator
P.O Box 53232
Los Angeles, CA 90053-0232