

For Office Use Only
Account Number

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
P.O. BOX 2590
BATON ROUGE, LA 70821
PHONE: (225) 389-3084
FAX: (225) 389-5369
Email: FINREVINTERNETEMAIL@BRLA.GOV
Revised 12/01/2018

For Office Use Only
Application Number

Louisiana Tax Number _____
 Federal ID Number _____
 Description of Business _____
 NAIC Number _____ (See List of Business Classes attached)

LEGAL NAME OF BUSINESS _____
TRADE NAME OF BUSINESS _____
PHYSICAL LOCATION
 (NOT a P.O. Box) _____

MAILING ADDRESS _____

Business Telephone No. (____) _____ - _____

APPLICATION FOR:

<input type="checkbox"/> Sales Tax Registration	<input type="checkbox"/> Taxicab	<input type="checkbox"/> City Limits of Baton Rouge
<input type="checkbox"/> Occupational License Tax	<input type="checkbox"/> Vehicles for Hire	<input type="checkbox"/> Unincorporated Parish of EBR
<input type="checkbox"/> Hotel Motel Tax	<input type="checkbox"/> Arborist	<input type="checkbox"/> City Limits of Baker
<input type="checkbox"/> Insurance Premium Tax	<input type="checkbox"/> Garbage & Trash	<input type="checkbox"/> City Limits of Central
<input type="checkbox"/> Gross Receipts Tax		<input type="checkbox"/> City Limits of Zachary
<input type="checkbox"/> Other _____		<input type="checkbox"/> Business Located Outside of EBR

DATE IN BUSINESS: ____ / ____ / ____

REASON FOR APPLYING:

New Business

Purchased Existing Business? Previous Business Owner: _____
 Trade Owner/Business: _____
 Previous Account Number: _____

Home Based ← If checked, Home Based Business Signature form attached and signed

Waste Tire Generator ← If checked, provide DEQ Waste Tire Generator # _____

FOR OCCUPATIONAL LICENSE ONLY

Hotel / Nursing Home / Rooms (# of rooms) x \$2 per room = \$ _____
 Security Deposit Due? Yes No Deposit Due: \$ _____

If business opened less than 30 days ago:

Business opened on or prior to June 30 of current year (**Minimum Payment \$50**) OR \$ _____
 Business opened on or after July 1 of current year (**Minimum Payment \$25**) OR \$ _____
Professional Business opened any time during the year (**Minimum Payment \$50**) \$ _____
 Flat Fee Business \$100 / \$200 / \$250 \$ _____

If business opened more than 30 days ago (Tax Due for First Year of Business):

Enter Gross Receipts (1st 30 days in business) \$ _____
 Less Allowable Deductions \$ _____
 Tax Basis (Gross Receipts less Deductions) \$ _____
 Multiply Tax Basis by # of months in business* \$ _____
 *(Any month open at least 15 days)

Tax Due (Based on applicable Tax Table) \$ _____
 Penalty \$ _____
 Interest \$ _____
Total Due \$ _____

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← Enter as PAY
 ← Enter as DIR

← MIN (no I&P)
 ← MIN (no I&P)
 ← MIN (no I&P)
 ← Enter as PAY

← Enter as PAY

ABC Account

Clearance Issued



CONTACT PERSON: _____ Contact Phone: _____
 Contact Fax: _____ Contact E-mail: _____

TYPE OF ORGANIZATION (Ownership) – Please attach a copy of your charter

Individual Partnership Corporation LLC LLP Non-Profit Governmental Other

IF an Individual: Owner's Name _____
 (Attach valid photo ID) Owner's Address _____

Owner's SS# _____
 E-mail Address _____

IF a Corporation, LLC, LLP, or Partnership: Officer / Manager / Partners Name _____
 (Attach additional names if necessary) Title _____
 Home Address _____

Telephone Number _____
 Web Site _____

Agent for Service of Process: Name _____
 Address _____

This will affirm that the statements made herein are true and correct to the best of my knowledge:

Signature of Applicant or Owner _____ Title _____

Signature of Preparer _____ Date _____

Please make checks payable to Parish and City Treasurer

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LOCATION/DOMICILE (Circle One)		FILING FREQUENCY	ACCOUNT TYPE (Circle One)
0001 City of Baton Rouge / EBR Sch Bd	A	1520 Service/Rental/Etc.	
0002 EBR Parish / EBR Sch Bd	B	M Monthly	1521 Airline
0003 City of Baker / Baker Sch Bd	D	Q Quarterly	1522 Travel Agency
0004 City of Zachary / Zachary Sch Bd	F	O One Time Sale	1523 Nursing Home
0005 EBR Parish / Zachary Sch Bd	C	X Irregular Filer	1525 Retail Dealer
0006 City of Baker / EBR Sch Bd	E	L Annual (License Only)	1530 Retail Dealers In Motor Fuels
0007 City of Central / Central Sch Bd	G		1540 Pawn Broker
0008 EBR Parish / Central Sch Bd	H		1601 Retail Dealer – Institutional Consumers
0009 Outside EBR Parish			1610 Wholesale Dealer
0010 Outside Louisiana			1611 Bulk Petro
	CLASS (Circle One)		1612 Wholesale – Motor Vehicle
GROUP (Circle One)	0100 Public Utility Only		1622 Building Materials
0000 Not Assigned	0101 Public Utility / OLT		1710 Finance
0001 Mall of Louisiana	0102 Public Utility / STX		1820 Commissioned Services
0002 Cortana Mall	0103 Public Utility / STX / OLT		1822 Real Estate Broker
0003 Major Chemical & Manuf	0200 IPT		2010 Investment Banking
0004 Hammond Aire	0201 IPT / STX		2020 Itinerant Vendor (Agricultural & Seafood)
0005 Downtown Development	0300 HM / Rms		2021 Itinerant Vendor (Parades & Food Vendor)
0008 Perkins Rowe	0301 HM / Rms / STX		2022 Promoter
0009 Towne Center	0302 HM / Rms / STX / OLT		2023 Rolling Vendor
	0303 HM / Rms / STX / OLT / ABC		2060 Special Events
	0304 HM		2070 Museum for Profit / Transient
CATEGORY (Circle One)	0305 HM / STX		2090 Professional
0900 Walk-in Registration	0400 Nursing Home / Rms		2640 Retail Autos
0901 Mail-in Registration	0401 Nursing Home / Rms / STX		2710 Contractor
0902 Electronic Registration	0500 Amusement Only		6000 Insurance Company
0903 Issue to Post	0501 Amusement / STX		7001 Public Utilities-Gross Receipts
0904 Revenue Inspector	0502 Amusement / STX / OLT		9999 No Occupational License
0905 Audit Registration	0503 Amusement / STX / OLT / ABC		
0906 File Conversion	0600 STX Only		
	0601 STX / OLT		
	0602 STX / OLT / ABC		
	0700 OLT Only		

Account Set Up By: _____

Payment Received By: _____

PLEASE CHOOSE A BUSINESS CATEGORY THAT BEST DESCRIBES YOUR BUSINESS ACTIVITY

NAIC	CATEGORY DESCRIPTION	DETAIL DESCRIPTION
111000	Agriculture, Forestry, Fishing	Crop Production
112000	Agriculture, Forestry, Fishing	Animal Production
211000	Mining	Oil & Gas Production
212000	Mining	Mining (Except Oil & Gas)
221000	Utilities	Utilities
236000	Construction	Construction of Buildings
237000	Construction	Heavy & Civil Engineering Construction
238000	Construction	Specialty Trade Contractors
311000	Manufacturing	Food Manufacturing
312000	Manufacturing	Beverage & Tobacco Product Manufacturing
314000	Manufacturing	Textile Product Mills
322000	Manufacturing	Paper Manufacturing
324000	Manufacturing	Petroleum & Coal Products Manufacturing
325000	Manufacturing	Chemical Manufacturing
326000	Manufacturing	Plastics & Rubber Product Manufacturing
339000	Manufacturing	Miscellaneous Manufacturing
423000	Wholesale Trade	Merchant Wholesalers, Durable Goods
424000	Wholesale Trade	Merchant Wholesalers, Nondurable Goods
441000	Retail Trade	Motor Vehicle & Parts Dealer
442000	Retail Trade	Furniture & Home Furnishing Stores
443000	Retail Trade	Electronic & Appliance Stores
444000	Retail Trade	Building Material & Garden Equip/Supplies
445000	Retail Trade	Food & Beverage
446000	Retail Trade	Health & Personal Care Stores
447000	Retail Trade	Gasoline Stations
448000	Retail Trade	Clothing & Clothing Accessories Stores
451000	Retail Trade	Sporting Goods, Hobby, Book/Music Stores
453000	Retail Trade	Miscellaneous Store Retailers
454000	Retail Trade	Nonstore Retailers
481000	Transportation & Warehouse	Air Transportation
482000	Transportation & Warehouse	Rail Transportation
484000	Transportation & Warehouse	Truck Transportation
485000	Transportation & Warehouse	Transit & Ground Passenger Transportation
486000	Transportation & Warehouse	Pipeline Transportation
488000	Transportation & Warehouse	Miscellaneous Transportation
493000	Transportation & Warehouse	Warehousing & Storage
512000	Information	Motion Picture & Sound Recording Industries
515000	Information	Broadcasting (except internet)
517000	Information	Telecommunications, Internet Service Providers
518000	Information	Portals & Data Processing Services
521000	Finance & Insurance	Monetary Authorities
524000	Finance & Insurance	Insurance Carriers & Related Activities
531000	Finance & Insurance	Real Estate
532000	Finance & Insurance	Rental & Leasing Services
541000	Professional, Scientific & Technology	Professional, Scientific & Technology
551000	Management of Companies	Management of Companies & Enterprises
561000	Administrative & Support Services	Administrative & Support Services
611000	Educational Services	Educational Services
621000	Health Care & Social Assistance	Ambulatory Health Care Services
622000	Health Care & Social Assistance	Hospitals
623000	Health Care & Social Assistance	Nursing & Residential Care Facilities
624000	Health Care & Social Assistance	Social Assistance
711000	Arts, Entertainment & Recreation	Performing Arts, Spectator Sports & Related Industries
712000	Arts, Entertainment & Recreation	Museums, Historical Sites, & Similar Institutions
713000	Arts, Entertainment & Recreation	Amusement, Gambling & Recreation Industries
721000	Accommodation & Food Service	Accommodation
722000	Accommodation & Food Service	Food Services & Drinking Places
811000	Other Services	Repair & Maintenance
812000	Other Services	Personal & Laundry Services
813000	Other Services	Religious, Grantmaking, Civic, Professional & Similar Services
815000	Other Services	Miscellaneous Other Services



Department of Finance Revenue Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street Rm. #404
Baton Rouge, Louisiana 70802
Office: (225) 389-3084
Fax: (225) 389-5369

Home Based Business Guidelines

In order to legally operate a business from a residence, the following guidelines must be strictly followed:

- No signs shall be used
- Nothing shall be done to make the building appear in any way as anything other than a dwelling
- No business such as a shop or store shall be conducted upon the premises
- No one shall be employed from outside the resident family
- Mechanical equipment used shall be only that normally used in, or found in a single-family dwelling
- No customers shall conduct any business (including meetings) upon the premises

I understand and agree to comply with the above guidelines and all other applicable City-Parish laws and regulations regarding the operation of a business.

Business Name: _____ Account No: _____

Print Name of Responsible Party

Signature of Responsible Party



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Dealer Responsibility to Maintain Updated Contact Information

Per Louisiana R.S. 47:337.29(C): Any dealer shall have an obligation to use reasonable means to notify and provide a collector with accurate and updated information pertaining to its proper address and the names and contact information for those officers or directors, or members or managers having direct control or supervision over its local sales and use taxes and those charged with the responsibility of filing a dealer's sale and use tax return with the collector. **This obligation shall be continuing and a dealer shall notify the collector of any changes, additions or deletions within 30 calendar days of any change.**

I understand and agree to comply with the above guidelines and all other applicable City-Parish laws and regulations regarding the operation of a business.

Business Name: _____ Account No: _____

Print Name of Responsible Party

Signature of Responsible Party