

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: FINANCE@BRGOV.COM
Revised 12/30/2013

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:	DATE IN BUSINESS: ____ / ____ / ____	BUSINESS LOCATION:
<input type="checkbox"/> Sales Tax Registration		<input type="checkbox"/> City Limits of Baton Rouge
<input type="checkbox"/> Occupational License Tax		<input type="checkbox"/> Unincorporated Parish of EBR
<input type="checkbox"/> Hotel Motel Tax		<input type="checkbox"/> City Limits of Baker
<input type="checkbox"/> Insurance Premium Tax		<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
REASON FOR APPLYING:		
<input type="checkbox"/> New Business		
<input type="checkbox"/> Purchased Existing Business?	Previous Owner: _____	
<input type="checkbox"/> Merger	Trade Name of Previous Owner/Business: _____	
<input type="checkbox"/> Additional Information	Previous Account Number: _____	
<input type="checkbox"/> Change / Other _____		
<input type="checkbox"/> Home Based Business	← If checked, Home Based Business Signature form attached and signed <input type="checkbox"/>	

FOR OCCUPATIONAL LICENSE ONLY	FOR OFFICE USE ONLY
Hotel / Nursing Home / Rooms <input type="text"/> (# of rooms) x \$2 per room = \$ _____	← Enter as PAY
Security Deposit Due? <input type="checkbox"/> Yes <input type="checkbox"/> No Deposit Due: \$ _____	← Enter as DIR
<i>If business opened less than 30 days ago:</i>	
Business opened on or prior to June 30 of current year (Minimum Payment \$50) OR \$ _____	← MIN (no I&P)
Business opened on or after July 1 of current year (Minimum Payment \$25) OR \$ _____	← MIN (no I&P)
Flat Fee Business \$100 / \$200 / \$250 \$ _____	← Enter as PAY
<i>If business opened more than 30 days ago (Tax Due for First Year of Business):</i>	
Enter Gross Receipts (1 st 30 days in business) \$ _____	← Enter as PAY
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) \$ _____	ABC Account
Penalty \$ _____	
Interest \$ _____	Clearance Issued
Total Due \$ _____	



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)

0001 City of Baton Rouge / EBR Sch Bd
 0002 EBR Parish / EBR Sch Bd
 0003 City of Baker / Baker Sch Bd
 0004 City of Zachary / Zachary Sch Bd
 0005 EBR Parish / Zachary Sch Bd
 0006 City of Baker / EBR Sch Bd
 0007 City of Central / Central Sch Bd
 0008 EBR Parish / Central Sch Bd
 0009 Outside EBR Parish
 0010 Outside Louisiana

CLASS (Circle One)

0100 Public Utility Only
 0101 Public Utility / OLT
 0102 Public Utility / STX
 0103 Public Utility / STX / OLT
 0200 IPT
 0201 IPT / STX
 0300 HM / Rms
 0301 HM / Rms / STX
 0302 HM / Rms / STX / OLT
 0303 HM / Rms / STX / OLT / ABC
 0304 HM
 0305 HM / STX
 0400 Nursing Home / Rms
 0401 Nursing Home / Rms / STX
 0500 Amusement Only
 0501 Amusement / STX
 0502 Amusement / STX / OLT
 0503 Amusement / STX / OLT / ABC
 0600 STX Only
 0601 STX / OLT
 0602 STX / OLT / ABC
 0700 OLT Only

ACCOUNT TYPE (Circle One)

1520 Service/Rental/Etc.
 1521 Airline
 1522 Travel Agency
 1523 Nursing Home
 1525 Retail Dealer
 1530 Retail Dealers In Motor Fuels
 1540 Pawn Broker
 1601 Retail Dealer – Institutional Consumers
 1610 Wholesale Dealer
 1611 Bulk Petro
 1612 Wholesale – Motor Vehicle
 1622 Building Materials
 1710 Finance
 1820 Commissioned Services
 1822 Real Estate Broker
 2010 Investment Banking
 2020 Itinerant Vendor (Agricultural & Seafood)
 2021 Itinerant Vendor (Parades & Food Vendor)
 2022 Promoter
 2023 Rolling Vendor
 2060 Special Events
 2070 Museum for Profit / Transient
 2090 Professional
 2640 Retail Autos
 2710 Contractor
 6000 Insurance Company
 7001 Public Utilities-Gross Receipts
 9999 No Occupational License

GROUP (Circle One)

0000 Not Assigned
 0001 Mall of Louisiana
 0002 Cortana Mall
 0003 Major Chemical & Manuf
 0004 Hammond Aire
 0005 Downtown Development
 0008 Perkins Rowe
 0009 Towne Center

CATEGORY (Circle One)

0900 Walk-in Registration
 0901 Mail-in Registration
 0902 Electronic Registration
 0903 Issue to Post
 0904 Revenue Inspector
 0905 Audit Registration
 0906 File Conversion

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