

West Baton Rouge Parish
Tax Application Form

NOTE: A separate application is required for each location

CHECK ALL THAT APPLY:

- Sales Tax
Occupational License Tax
Hotel/Motel

1. Reason for applying:

- A. Started new business
B. Purchased ongoing business: Name of previous owner
Trade name of previous owner
Parish account number
C. Opening additional location
D. Merger
E. Change of name
F. Other

- 2. A. LA Sales Tax Number
B. Federal Identification Number
C. How many other locations in this Parish

- 3. A. Legal name(s): Individual, partners, or corporation
B. Trade name of business

- 4. A. Business location address
B. City and state
C. Zip
D. Telephone

- 5. A. Address for receiving tax forms and correspondence
B. City and State
C. Zip

- 6. A. Contact Person
B. Contact phone number
C. Location of accounting records

- 7. Type of organization: Individual, Partnership, Corporation, LLC, LLP, Governmental, Non-Profit, Other

- 8. If sole owner (individual): Name, SSN, Home address, Telephone

- 9. If Corporation, LLC, LLP, or Partnership: name, title, social security number, home address, and telephone number of officers, members, managers, or partners:

Table with 3 columns: Name, Title, SSN and Address, City State Zip, Phone Number. Two rows for officers, members, managers, or partners.

- 10. Agent for service of process: Name, physical address and phone #
11. A. Date sales will be made from this location
B. Date business first started operations

- 12. A. Nature of Business: Retail Sales, Repair Service, Retail Service, Wholesale, Manufacturing/Fabricating, Contractor, Other
B. Describe type of sales, activity, or service you perform

- 13. Requested Reporting Status: Monthly, Quarterly, Semi-Annual, Annual, Occasional/Irregular

The Administrator, according to parish policy, will determine reporting frequency and filing status. Businesses with a location within this parish will automatically be registered to file on a monthly basis.

I affirm that the information given on this application is true and correct.

Signature of Applicant
Title
Signature of Preparer
Date