

Sales and Use Tax Registration Application Form

To send an application form to one or more parishes, check the box next to the name of the parish. If you choose to submit the application form by email, all of the parishes that you marked will receive the application form by email. To submit this form by email, simply click the "Submit" button at the bottom of the form after all fields have been completed.

To retain a copy of this application form for your records, or to mail the application form, simply click the "Print" button at the bottom of the form after all fields have been completed.

NOTE: A separate application is required for each location.

Failure to complete ALL applicable lines will delay the processing of this application, the assigning of your tax number, and the issuance of the applicable certificate. Instructions can be found at the end of the form. Please do not send an application form to parishes that have already opened an account and/or assigned an account number to your business location.

To send an application form to one or more parishes, check the box next to the name of the parish:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Acadia Parish | <input type="checkbox"/> Allen Parish | <input type="checkbox"/> Ascension Parish | <input type="checkbox"/> Assumption Parish |
| <input type="checkbox"/> Avoyelles Parish | <input type="checkbox"/> Beauregard Parish | <input type="checkbox"/> Bienville Parish | <input type="checkbox"/> Bossier Parish |
| <input type="checkbox"/> Caddo Parish | <input type="checkbox"/> Calcasieu Parish | <input type="checkbox"/> Caldwell Parish | <input type="checkbox"/> Catahoula Parish |
| <input type="checkbox"/> Claiborne Parish | <input type="checkbox"/> Concordia Parish | <input type="checkbox"/> DeSoto Parish | <input type="checkbox"/> East Baton Rouge Parish |
| <input type="checkbox"/> East Carroll Parish | <input type="checkbox"/> East Feliciana Parish | <input type="checkbox"/> Evangeline Parish | <input type="checkbox"/> Franklin Parish |
| <input type="checkbox"/> Grant Parish | <input type="checkbox"/> Iberia Parish | <input type="checkbox"/> Iberville Parish | <input type="checkbox"/> Jackson Parish |
| <input type="checkbox"/> Jefferson Davis Parish | <input type="checkbox"/> Jefferson Parish | <input type="checkbox"/> Lafayette Parish | <input type="checkbox"/> Lafourche Parish |
| <input type="checkbox"/> LaSalle Parish | <input type="checkbox"/> Lincoln Parish | <input type="checkbox"/> Livingston Parish | <input type="checkbox"/> Madison Parish |
| <input type="checkbox"/> Morehouse Parish | <input type="checkbox"/> Natchitoches Parish | <input type="checkbox"/> Orleans Parish | <input type="checkbox"/> Ouachita Parish |
| <input type="checkbox"/> Plaquemines Parish | <input type="checkbox"/> Pointe Coupee Parish | <input type="checkbox"/> Rapides Parish | <input type="checkbox"/> Red River Parish |
| <input type="checkbox"/> Richland Parish | <input type="checkbox"/> Sabine Parish | <input type="checkbox"/> St. Bernard Parish | <input type="checkbox"/> St. Charles Parish |
| <input type="checkbox"/> St. Helena Parish | <input type="checkbox"/> St. James Parish | <input type="checkbox"/> St. John Parish | <input type="checkbox"/> St. Landry Parish |
| <input type="checkbox"/> St. Martin Parish | <input type="checkbox"/> St. Mary Parish | <input type="checkbox"/> St. Tammany Parish | <input type="checkbox"/> Tangipahoa Parish |
| <input type="checkbox"/> Tensas Parish | <input type="checkbox"/> Terrebonne Parish | <input type="checkbox"/> Union Parish | <input type="checkbox"/> Vermilion Parish |
| <input type="checkbox"/> Vernon Parish | <input type="checkbox"/> Washington Parish | <input type="checkbox"/> Webster Parish | <input type="checkbox"/> West Baton Rouge Parish |
| <input type="checkbox"/> West Carroll Parish | <input type="checkbox"/> West Feliciana Parish | <input type="checkbox"/> Winn Parish | |

Check all that apply: Sales Tax Hotel/Motel Occupancy Tax

- 1. Reason for Applying (?)

- A. Started New Business B. Purchased Ongoing Business C. Open Additional Location
 D. Merger E. Change of Name F. Other

- 2. State and Federal Information (?)

- A. State Tax ID: Applied For
 B. Federal Identification Number Applied For
 C. Federal Standard Industrial Code:

- [Lookup NAICS](#) or if unknown, please leave blank.

D. How many other locations in this Parish?

- 3. Legal Name and Trade Name (?)

A. Legal name(s): Individual, partners, or corporation:

B. Trade name of business:

- 4. Business Location Information (?)

A. Business location address (street, not PO Box):

B. City and State:

C. Zip:

D. Phone Number:

- 5. Mailing Address Information (?)

My Mailing address is the same as my Location address

A. Address for receiving tax forms and correspondence:

B. City and State:

C. Zip:

- 6. Contact Information (?)

A. Contact Person:

B. Contact Phone Number:

C. Fax Number:

D. Email Address:

E. Web Address:

F. Location of accounting records:

- 7. Type of Organization (?)

Individual Partnership Corporation LLC

LLP Governmental Non-Profit Other

- 8. If sole owner (individual): (?)

A. Name:

B. SSN:

C. Home address:

D. Phone number:

9. If Corporation, LLC, LLP, or Partnership: name, title, social security #, home address, and telephone # of officers, members, managers, or partners (?)

Name: Title: SSN:

Address:

City: State: Zip:

Phone Number:

Name: Title: SSN:

Address:

City: State: Zip:

Phone Number:

10. Agent for service of process: name, physical address, and phone number (?)

- 11. Dates (?)

A. First date sales will be made from this location: (01/01/2010)

B. Date business first started operations: (01/01/2010)

- 12. Nature of Business (?)

- Retail Sales
 Repair Service
 Retail Service
 Wholesale
 Manufacturing/Fabricating
 Contractor
 Other

Describe in detail your business: Type of sales, activity, or service you perform:

- 13. Requested reporting frequency and filing status (?)

- Monthly
 Quarterly
 Semi-Annually
 Annual
 Occasional/Irregular

This is only a request. Reporting frequency and filing status will be determined by the Administrator according to parish policy. Businesses with a location within a parish will automatically be registered to file on a monthly basis. Occasional/irregular filers are intended for those businesses (1) that do not have a location within the parish and do not intend on doing business within the parish on a regular basis; and/or (2) business that perform services that are not taxable.

- 14. Anticipated Taxable Transactions (?)

Parish Wide
 State Wide
 Other

- Yes, please mail paper returns to my mailing address.
 No, please do not mail paper returns to my mailing address. I will electronically file my returns.

Applicant Signature: Title:
Preparer Signature: Date: (01/01/2010)

By checking this box, I affirm that the information given on this application is true and correct. I understand that if I submit my application by email, my typed name is equivalent to an electronic signature. I understand that if I submit my application by mail with a typed name, my typed name is equivalent to a handwritten signature.