

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 01/27/2010

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Application Number

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

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

Business Telephone No. (____) _____
MAILING ADDRESS _____

APPLICATION FOR: <input type="checkbox"/> Sales Tax Registration <input type="checkbox"/> Occupational License Tax <input type="checkbox"/> Hotel Motel Tax <input type="checkbox"/> Insurance Premium Tax <input type="checkbox"/> Gross Receipts Tax <input type="checkbox"/> Other _____	DATE IN BUSINESS: ____/____/____	BUSINESS LOCATION: <input type="checkbox"/> City Limits of Baton Rouge <input type="checkbox"/> Unincorporated Parish of EBR <input type="checkbox"/> City Limits of Baker <input type="checkbox"/> City Limits of Central <input type="checkbox"/> City Limits of Zachary <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 <input type="checkbox"/> Other		

FOR OCCUPATIONAL LICENSE ONLY

Business opened on or prior to June 30 of current year (Minimum Payment)	\$50 due
Business opened on or after July 1 of current year (Minimum Payment)	\$25 due
Flat Fee Business	\$100 / \$200 / \$250
Hotel / Nursing Home / Rooms _____ (# of rooms) x \$2 per room =	\$ _____
Security Deposit Due? ___Yes ___No	Deposit Due \$ _____

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

Enter Gross Receipts (1 st 30 days in business)	\$ _____
Less Allowable Deductions (See List below Tax Tables on attached sheet)	\$ _____
Tax Basis (Total Gross Receipts less Total Deductions)	\$ _____
Multiply Tax Basis by # of months in business (Any month open at least 15 days)	\$ _____
Tax Due (Based on Tax Table attached)	\$ _____
Penalty	\$ _____
Interest	\$ _____
Total Due	\$ _____

9999999999

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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
	0100 Public Utility Only		1622 Building Materials
	0101 Public Utility / OLT		1710 Finance
	0102 Public Utility / STX		1820 Commissioned Services
	0103 Public Utility / STX / OLT		1822 Real Estate Broker
GROUP (Circle One)	0200 IPT		2010 Investment Banking
0000 Not Assigned	0201 IPT / STX		2020 Itinerant Vendor (Agricultural & Seafood)
0001 Mall of Louisiana	0300 HM / Rms		2021 Itinerant Vendor (Parades & Food Vendor)
0002 Cortana Mall	0301 HM / Rms / STX		2022 Promoter
0003 Major Chemical & Manuf	0302 HM / Rms / STX / OLT		2023 Rolling Vendor
0004 Hammond Aire	0303 HM / Rms / STX / OLT / ABC		2060 Special Events
0005 Downtown Development	0304 HM		2070 Museum for Profit / Transient
	0305 HM / STX		2090 Professional
CATEGORY (Circle One)	0400 Nursing Home / Rms		2640 Retail Autos
0900 Walk-in Registration	0401 Nursing Home / Rms / STX		2710 Contractor
0901 Mail-in Registration	0500 Amusement Only		6000 Insurance Company
0902 Electronic Registration	0501 Amusement / STX		7001 Public Utilities-Gross Receipts
0903 Issue to Post	0502 Amusement / STX / OLT		9999 No Occupational License
0904 Revenue Inspector	0503 Amusement / STX / OLT / ABC		
0905 Audit Registration	0600 STX Only		Account Set Up By: _____
0906 File Conversion	0601 STX / OLT		Payment Received By: _____
	0602 STX / OLT / ABC		
	0700 OLT Only		

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)
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
482000	Transportation & Warehouse	Rail Transportation
484000	Transportation & Warehouse	Truck Transportation
485000	Transportation & Warehouse	Transit & Ground Passenger 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
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
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