



Mail renewal form and payment to:

CITY OF LOS ANGELES
OFFICE OF FINANCE
P.O. Box 513996
Los Angeles, CA 90051-3996

BUSINESS TAX RENEWAL FORM - 2012

RENEW ONLINE!

finance.lacity.org

DELINQUENT AFTER

February 29, 2012

II. Tax Reform & Incentives

- 1. Small Business Exemption - Enter the total of your worldwide gross receipts here: \$
2. Newly Established Business
3. Creative Activities Exemption: Check this box only if the worldwide gross receipts attributable to "Creative Activities" are \$300,000 or less.
4. Enter the number of persons employed by your business at this location, if none enter 0:
5. Do you provide leased parking for employees at this location? YES NO (Check one)

III. Tax Worksheet

For a Renewal Instruction Sheet, please visit our website or one of our Branch Offices.

Table with 8 columns: Col. A Business Activity, Col. B Fund Class, Col. C Primary Class, Col. D Basis For Tax, Col. E Tax Rate, Col. F Tax Computation, Col. G Back Tax, Col. H Tax Due. Rows 6-12.

Summary table with rows for Late Payment, Total Amount Due, and calculation steps 13-18.

IV. Certifications I DECLARE, UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IN THIS RENEWAL IS TRUE, CORRECT AND COMPLETE.
19. Signature: Print Name:
20. Title: Phone No.:
21. Date: Email: Please ensure 4 and 5 above are completed.

V. Payment Info All payments of \$50,000 or more must be made electronically via Automated Clearing House (ACH) through your bank. MAKE CHECK PAYABLE TO: Office of Finance City of Los Angeles.
22. Payment Type: Check MasterCard Visa ACH
23. Name on Credit Card: Acct#:
24. Exp. Date: Amount Paid: \$ Authorized Signature:
Fee Disclosure: All Visa Debit Card payments will be assessed a flat fee of \$3.95 per transaction with a maximum allowed payment amount of \$1,200.

Account #:
I. Taxpayer Information
Change of Information: Check this box if there are any changes regarding your taxpayer information.

Account #: _____ Name: _____

NOTE: Tax Registration Certificates are not transferable. If your business is sold or transferred to another entity or you purchase a business, a new Tax Registration Certificate is required. If you have moved out of the City of Los Angeles, but continue to solicit or promote business activities within the City of Los Angeles for seven or more days a year, you are still required to file a business tax renewal.

VI. Information Update

- A. Doing Business As (DBA) _____ Effective: ____/____/____
- B. Mailing Address _____ Effective: ____/____/____
 City: _____ State: _____ Zip: _____
 Is this a residential address? YES NO (Check one)
- C. Legal Name Change _____ Effective: ____/____/____
 New Telephone Number: (____) _____
- D. Business Address: _____ Effective: ____/____/____
 City: _____ State: _____ Zip: _____
 Is this a residential address? YES NO (Check one)
- E. Rental Property Sold Effective: ____/____/____
- F. Entire Business(es) Sold or Discontinued Effective: ____/____/____
- G. Individual Business Activity Sold or Discontinued Effective: ____/____/____ Fund/Class(es) _____
- H. Fiscal year reporting **START** – fiscal year beginning: _____

VII. Vendor / Subcontractor / Commercial Tenant Listing

The Los Angeles Municipal Code requires you to provide a list of all out-of-city vendors and subcontractors that meet the following criteria: generated total invoices/billings to your business of \$500,000 or more during your last complete business year AND physically enter the city of Los Angeles seven (7) or more times a year. Provide this information below.

If you are an owner, lessor or sublessor, of office and/or commercial space in the City of Los Angeles, The Los Angeles Municipal Code requires that you provide the Office of Finance the following information regarding your commercial tenants.

NAME	COMPLETE ADDRESS including SUITE NUMBER	PHONE NO.	INVOICED AMOUNT / RENTAL

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

Non-financial information such as name, business address, etc., contained in your City of Los Angeles tax and permit records, is subject to disclosure under provisions of the California Public Records Act, Government Code Section 6250 et seq. If you are engaged in a home-based business, your residential information is also subject to public disclosure if that location is utilized for business purposes.