

TAX FACTS

EAST BATON ROUGE PARISH

Department of Finance

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OCCUPATIONAL LICENSE TAX RENEWALS

Occupational License Tax renewals for 2011 were mailed in December 2010. Licenses renewed after March 1, 2011, will be deemed delinquent and subject to penalty and interest. Penalty at the rate of 5% per month or fractional part thereof, not to exceed 25%, and interest at the rate of 15% per annum, will be computed from the first day of March until paid.

OCCUPATIONAL LICENSE TAX RENEWALS ONLINE

Any registered occupational license taxpayer that receives a personal identification number (PIN) on their 2011 renewal form is eligible to file and pay by ACH debit online. You can access our website at www.brgov.com/dept/finance and click on Occupational License Tax renewals to pay online beginning in January 2011. You will be asked to provide your eight digit account number and PIN in order to access the renewal form for your business. Payments may be made by ACH debit only.

SALES TAX CLEARANCE LETTERS REQUIRED FOR ABC RENEWALS

Since August 15, 1995, various sections of Title 26 of the Louisiana Revised Statutes have required applicants for alcoholic beverage or beer permits to obtain a tax clearance from the local jurisdiction within which the licensed business is located. Permit holders located within East Baton Rouge Parish are directed to contact this office at (225) 389-3084 for instructions on obtaining this tax clearance before the filing deadline for East Baton Rouge Parish Alcoholic Beverage Permit renewals on January 31, 2011.

FREE LOCAL SALES TAX ONLINE FILING

Are you new to online Sales Tax filing?

Visit www.ParishE-File.com or www.SalesTaxOnline.com to register as a new user by creating your own username and password. Both Parish E-File and Sales Tax Online offer a secure online environment to file sales tax returns. Each website offers an easy-to-use registration feature and online filing is provided free of charge.

Haven't filed online in awhile? Forgot your username or password?

Contact the system administrator for Parish E-file at (225) 219-2484 or Sales Tax Online at (225) 215-0100.

Need a Sales Tax Reporting Form?
Visit our website
www.brgov.com/dept/finance/taxforms.htm

For general information, view the Finance Department's website at
www.brgov.com/dept/finance

Department of Finance – Revenue Division
222 St. Louis Street, Room 404
Baton Rouge, LA 70802
(225) 389-3084 (225) 389-5369 (fax)
www.brgov.com/dept/finance/tax.htm

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VOLUNTARY DISCLOSURE AGREEMENTS

The City of Baton Rouge/Parish of East Baton Rouge Finance Department-Revenue Division offers to taxpayers the opportunity to self-report unpaid sales and use taxes through a Voluntary Disclosure Agreement. In exchange for reporting their tax liability, the City-Parish agrees to abate any civil and criminal penalties against the taxpayer and its officers or employees relative to the tax liability.

How does a Voluntary Disclosure Agreement Work?

Taxpayers may call the Finance Department-Revenue Division at (225) 389-3084 or send a written request for information on the Voluntary Disclosure Agreement Program to P.O. Box 2590, Baton Rouge, LA 70821. After the request is received, qualified taxpayers will be asked to sign a Voluntary Disclosure Agreement, which stipulates the reporting requirements and the associated benefits. The taxpayer is required to report and pay the tax and interest due and, if appropriate, register with the City-Parish. After payment of the tax and interest due, the penalties will be waived in full by the City-Parish.

Sales Tax Due Dates

Following are the sales tax due dates for the first quarter of 2011:

| For the Month of | Tax Due Date | Delinquent Date |
|------------------|--------------|-----------------|
| January | February 1 | February 22 |
| February | March 1 | March 22 |
| March | April 1 | April 21 |

Need help?

Taxpayers may contact the Revenue Division by phone, fax, or email to receive assistance between the hours of 8 a.m. and 5 p.m., Monday through Friday.

Taxpayer Assistance (225) 389-3084
Fax Number (225) 389-5369
Email Salestax@brgov.com

Taxpayer Topics

The *Tax Facts* newsletter is issued quarterly by the Department of Finance/Revenue Division. Our mission is to provide taxpayers with information concerning developments and policies regarding the collection of local sales and use tax within East Baton Rouge Parish. The Revenue Division invites any suggestions, questions, or comments on issues that you would like addressed in future issues of *Tax Facts*. Please send these items to:

**City of Baton Rouge – Parish of East Baton Rouge
Finance Department**
P.O. Box 2590
Baton Rouge, LA 70821-2590
Attention: Bobby Craig,
or email to
bcraig@brgov.com

Remember to mail your return early! Returns bearing a U.S. postmark on or after the delinquent dates will be assessed penalty, interest, and loss of vendors' compensation.