



**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 – 2018**

**RENEW ONLINE!**  
[finance.lacity.org](http://finance.lacity.org)

**DELINQUENT AFTER**  
February 28, 2018

**II. Tax Incentives & Overpayment**

- Small Business Exemption** – Check this box **only** if your worldwide gross receipts are \$100,000 or less. Enter the total of your worldwide gross receipts here: \$ \_\_\_\_\_ and enter your in-City gross receipts in Column D (Basis for Tax).
- Creative Activities Exemption:** Check this box **only** if the worldwide gross receipts attributable to “Creative Activities” are \$300,000 or less. Enter the total gross receipts from Creative Activities **inside** the City of Los Angeles \$ \_\_\_\_\_ and enter ‘0’ in Column D (Basis for Tax).
- Application of Overpayment:** Check this box **only** if you have an overpayment that you want to apply to your 2018 renewal. Please note that an overpayment cannot be applied if the original payment date was over three years ago. If applicable enter the overpayment amount \$ \_\_\_\_\_ (Deduct this amount from your Total Amount Due on Line 17)

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

	Col. A Business Activity	Col. B Fund Class	Col. C Primary Class <small>- Refer to Instructions</small>	Col. D Basis For Tax	Col. E Tax Rate	Col. F Tax Computation <small>Multiply Column: (D x E)</small>	Col. G Back Tax <small>- Refer to Instructions</small>	Col. H Tax Due <small>Add Columns: (F + G)</small>
4.			<input type="checkbox"/>	.00				
5.			<input type="checkbox"/>	.00				
6.			<input type="checkbox"/>	.00				
7.			<input type="checkbox"/>	.00				
8.			<input type="checkbox"/>	.00				
9.			<input type="checkbox"/>	.00				
10.			<input type="checkbox"/>	.00				
11.	<b>CA STATE FEE (AB 1379)</b>	<b>N800</b>	Only include the N800 fee in Line 12, if you have a payment due					<b>\$4.00</b>

<b>12.</b> Add Lines 4 through 11 in Column H (Exclude Line 11 if tax due is zero)	
<b>13.</b> <input type="text" value="N/A"/>	<b>14.</b> <input type="text" value="N/A"/>
<b>Late Payment</b>	
<b>15.</b> Interest (If paid after February 28, 2018) - See Instruction Sheet	
<b>16.</b> Penalty (If paid after February 28, 2018) - See Instruction Sheet	
<b>Total Amount Due</b>	<b>17.</b> Add Lines 12 through 16.

**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.**

18. Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

19. Title: \_\_\_\_\_ Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ # \_\_\_\_\_  
area code daytime phone # ext. if any

20. Date: \_\_\_\_\_ Email: \_\_\_\_\_

<p><b>V. Payment Info</b></p> <p>All payments of \$50,000 or more must be made electronically via Automated Clearing House (ACH) through your bank. See instruction sheet for further information. <b>MAKE CHECK PAYABLE TO: Office of Finance City of Los Angeles.</b> Please write your account number on your check. Checks and money orders must be drawn on United States banks only. <b>NO SPLIT PAYMENTS.</b></p> <p>21. <b>Payment Type:</b>    <input type="checkbox"/> Check    <input type="checkbox"/> Money Order    <input type="checkbox"/> ACH</p> <p>For your security, credit card payments are not accepted via mail. To pay via credit card please use our online services or visit one of our public counters. Please note that all Credit or Debit Card payments will be assessed a fee equal to 2.7% of the payment amount.</p> <p>22. <b>RETURN CHECK FEE</b></p> <p>Please note that if a payment is rejected by the bank, a \$35 fee will be assessed along with any applicable interest and penalty.</p> <p> Enroll in our paperless statement program at <a href="http://finance.lacity.org">finance.lacity.org</a></p>	<p><b>I. Taxpayer Information</b></p> <p>Account #:</p> <p><input type="checkbox"/> <b>Change of Information:</b> Check this box if there are any changes regarding your taxpayer information. Record the changes on the Information Update section (back of this form).</p>
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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 (including home-based businesses), mailing address, etc., contained in your City of Los Angeles tax and permit records, is subject to public disclosure under provisions of the California Public Records Act, Government Code Section 6250 et seq. Your residential information may also be subject to public disclosure if that location is utilized for business and/or mailing purposes.