

APPLICATION INSTRUCTIONS

Please review these instructions carefully. Failure to complete ALL applicable lines will delay the processing of this return and the issuance of the applicable receipts and licenses.

WHO MUST FILE

Each person pursuing any trade, profession, vocation, calling or business should complete this form for each municipality or parish in which he maintains a business location.

Each person is required to keep reasonable records. Separate records are required for each place of business.

This booklet is intended to present summary information concerning tax liabilities and filing requirements. For legal clarification refer to Chapter 3 of Title 47 of the Louisiana Revised Statutes of 1950.

LINE INSTRUCTIONS

1. Fill in month, day and year of application.
2. Indicate whether the business is new (began operation or was purchased in the previous calendar year) or is an existing business applying for a renewal. For existing businesses, provide the license number you were issued last year when you paid occupational license tax.
3. Provide requested numbers or check the box marked "none" if you have none.
4. See instructions for number 3.
5. See instructions for number 3.
6. Provide the indicated information for the taxpayer/business.
7. Indicate whether the accounting records for the taxpayer/business are located at the address listed in item D., the same location as the mailing address of the taxpayer/business or the address listed in item E., the physical location of the business.
8. Indicate the type of business by checking one of the 6 boxes provided.
9. Provide all information requested on business owners. If the business has a single owner, provide information on that owner here.
10. Provide the name and address of your agent or attorney who would be served if a suit or charges were filed.
11. Describe the kind of business to be carried on at this location. Please provide detail, such as:
Retail, women's clothing; Wholesale, restaurant supplies; Construction, home building, general contractor; Lending, mortgage loans; Commission, real estate agent, etc. If uncertain of category, describe the business in detail.
12. The taxpayer or preparer must sign the application.

13. Check the appropriate box and provide the requested information for either new businesses. If this application is for an existing business, i.e. one in operation for the entire prior calendar year, skip to number 15.
14. Calculation of taxable gross receipts differs depending on the length of time business has been in operation.

For a business in operation less than 30 days immediately prior to the end of the calendar year (opened between December 2nd and December 31st), the total gross receipts or sales is the taxable gross.

Businesses in operation for a period of less than thirty days commencing prior to December 2nd initially pay the minimum tax if prior to July 1st. If opened on July 1st or thereafter, one-half the minimum tax is due initially. After the first 30 days of operation, the business should calculate the remainder of the tax due as detailed for businesses in operation more than 30 days.

Taxable receipts for businesses in operation more than 30 days are calculated by multiplying the gross receipts for the first 30 days of operation, minus applicable deductions (which only apply to a few businesses, as listed in the footnote on Schedule A), by the number of months (a part of a month should count as an entire month) in operation.

For businesses opened during the prior calendar year, the taxable receipts are calculated by dividing the gross receipts for the entire period of operation during the calendar year, minus applicable deductions, by the total number of days in operation during the calendar year. The result of this division is then multiplied by 365 to get the taxable receipts.

15. For existing businesses, the gross receipts for the prior calendar year, minus applicable deductions, are the taxable receipts.

The taxable receipts, once calculated as instructed for the box checked to indicate the length of time in operation, should be recorded in the blank on the right of the form.

16. For Retailer Dealers of Gasoline and Motor Fuels.

The tax is computed based on the amount of gallons of gasoline or motor fuels sold using the table in R.S. 47:354.1 and the amount of gross sales of merchandise, services and rentals using the table in R.S. 47:354. The maximum sum of the tax using the two tables shall not exceed \$6,200.

17. Indicate the class of business which constitutes the major portion of the gross receipts, fees, or commissions earned.

18. Using the appropriate table for the class checked, calculate the tax due. For businesses not falling within the five classes listed, such as professionals or pharmacy, multiply the taxable receipts by one-tenth of one percent (0.1%). Be aware of the following maximum tax limits: retail motor vehicle and boat dealers-\$800.00; wholesale motor vehicle and boat dealers-\$250.00; contractors-\$750.00; hotels/motels \$2 per room, plus a separate license for any retail sales; nursing homes-\$2.00 per room, plus a retail tax based on 1/3 of the taxable gross receipts; real estate broker-\$2,200.00; retail building materials dealers-taxed under wholesale schedule-\$6,200.00.

19. For those items subject to a flat fee, list total items by type, and calculate the tax due. For example:

Item	Number	Fee	Total for Item
Pool Tables	5	\$20	\$100
Video Games	7	\$50	\$350
		Total	\$450

20. Add the tax due plus any flat fees.
21. Calculate interest due for delinquent taxes paid after the last day of February.
22. Calculate the penalty for delinquent taxes.
23. List total amount due. Remit this amount with the completed application to your tax collector.

OCCUPATIONAL LICENSE TAX APPLICATION

(The tax is due January 1 for existing businesses, and is delinquent after the last day of February.)

1. Date of Return ____/____/____ (MONTH, DAY, YEAR)
2. New Business Renewal--PROVIDE PRIOR YEAR'S LICENSE NUMBER: _____
3. FEDERAL EMPLOYER ID NUMBER: _____
4. LA SALES TAX NUMBER: _____
5. LOCAL SALES TAX NUMBER: _____
6A. TAXPAYER NAME _____ B. TELEPHONE NUMBER _____

C. TRADE NAME _____

D. MAILING ADDRESS, CITY, STATE, ZIP CODE _____

E. PHYSICAL LOCATION, STREET ADDRESS, CITY, STATE, ZIP CODE _____

7. Location of Accounting Records: d e

8. Type of Business: Individual Partnership Corporation
 Governmental Non-profit Other (specify) _____

9. Provide information on owner(s) below. If corporation or partnership, provide information for officers or partners. For corporation, provide state of incorporation:

NAME	TITLE	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS		TELEPHONE NUMBER
NAME	TITLE	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS		TELEPHONE NUMBER
NAME	TITLE	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS		TELEPHONE NUMBER

10. Name and address of agent for service of process _____

11. Nature of Business--description of sales or activity. _____

I affirm that the information given on this application and the attached schedules is true and correct.

12. SIGNATURE OF APPLICANT _____ TITLE _____

SIGNATURE OF PREPARER IF DIFFERENT FROM ABOVE _____

SCHEDULE A: CALCULATION OF TAXABLE GROSS RECEIPTS

NEW BUSINESS

13. CHECK ONE:

- STARTED NEW BUSINESS ON _____ (DATE)
- PURCHASED EXISTING BUSINESS—NAME OF PREVIOUS OWNER _____
- OTHER (SPECIFY) _____

14. CHECK ONE BOX BELOW AND FOLLOW INSTRUCTIONS TO CALCULATE TAXABLE GROSS RECEIPTS:

BUSINESS OPENED THIS CALENDAR YEAR

LESS THAN 30 DAYS

BETWEEN DECEMBER 2 AND DECEMBER 31;
TOTAL GROSS RECEIPTS FOR PERIOD OF OPERATION: _____

PRIOR TO DECEMBER 2; PAY MINIMUM TAX; CALCULATE REMAINDER DUE
AFTER FIRST 30 DAYS OF OPERATION USING METHOD IMMEDIATELY BELOW.

MORE THAN 30 DAYS;

- A. GROSS RECEIPTS FOR FIRST 30 DAYS: _____
- B. DEDUCTIONS*: _____
- C. A MINUS B EQUALS TAXABLE RECEIPTS: _____
- D. NUMBER OF MONTHS IN OPERATION: _____
- E. D TIMES C EQUALS ESTIMATED TAXABLE GROSS OF: _____

BUSINESS OPENED DURING THE PREVIOUS CALENDAR YEAR

- A. GROSS RECEIPTS: _____
- B. DEDUCTIONS*: _____
- C. A MINUS B EQUALS TAXABLE RECEIPTS: _____
- D. NO. OF DAYS OPERATION: _____
- E. C/D EQUALS AVERAGE GROSS RECEIPTS: _____
- F. 365 TIMES E EQUALS ESTIMATED TAXABLE GROSS OF: _____

EXISTING BUSINESS

15. A. GROSS SALES/RECEIPTS: _____
- B. DEDUCTIONS*: _____
- C. A MINUS B EQUALS TAXABLE RECEIPTS: _____

RETAIL DEALERS OF GASOLINE AND MOTOR FUELS

16. A. GROSS SALES/RECEIPTS: _____
 (DO NOT INCLUDE SALES OF MOTOR FUELS)
- B. DEDUCTIONS*: _____
- C. A MINUS B EQUALS TAXABLE RECEIPTS: _____
- D. TAX DUE FROM TABLE 1 _____
- E. GALLONS OF GASOLINE & MOTOR FUELS SOLD _____
- F. TAX DUE ON LINE E FROM TABLE 1.1 _____
- G. TOTAL TAX DUE LINE D PLUS LINE F _____
- H. MAXIMUM TAX DUE 6,200.00
- I. ENTER THE LESSER OF LINE G or LINE H _____

17. CLASS: RETAIL WHOLESALE COMMISSION PUBLIC UTILITIES LENDING
 OTHER

18. USE APPROPRIATE TABLE TO CALCULATE TAX DUE:
(FOR OTHERS, PROFESSIONALS, OR PHARMACIES MULTIPLY TAXABLE RECEIPTS BY .1%) _____

19. FLAT FEES:

ITEM	NUMBER	FEE	TOTAL FOR ITEM
TOTAL FOR FLAT FEES			

20. AMOUNT OF TAX DUE (TOTAL OF LINES 18 AND 19) _____

21. INTEREST (1¼% PER MONTH OF THE TAX DUE FROM THE DUE DATE UNTIL
UNTIL TAX IS PAID): _____

22. PENALTY (5% OF THE TAX DUE FOR EACH THIRTY DAYS, OR FRACTION
THEREOF, FROM THE DUE DATE UNTIL THE RETURN IS FILED, BUT IS LIMITED
TO A TOTAL OF 25%): _____

23. TOTAL AMOUNT DUE _____

**DEDUCTIONS ARE ALLOWABLE FOR THESE BUSINESSES: SERVICE STATIONS, INTERSTATE SALES OF STOCKS
& BONDS, AND UNDERTAKERS.*

Louisiana Occupational License Tax Tables

Prepared by the
Louisiana Municipal Association

RETAIL R.S. 47:354 TABLE 1		
If the Gross Sales are:		
As Much As	But Less Than	The Annual License Shall Be:
\$0	\$50,000	\$50
50,000	75,000	60
75,000	100,000	90
100,000	150,000	120
150,000	200,000	180
200,000	250,000	250
250,000	300,000	300
300,000	400,000	360
400,000	500,000	500
500,000	600,000	650
600,000	750,000	800
750,000	1,000,000	900
1,000,000	1,500,000	1,200
1,500,000	2,000,000	1,800
2,000,000	2,500,000	2,400
2,500,000	3,000,000	3,000
3,000,000	3,500,000	3,600
3,500,000	4,000,000	4,200
4,000,000	4,500,000	4,800
4,500,000	5,000,000	5,400
5,000,000	5,500,000	6,000
5,500,000	6,200

WHOLESALE R.S. 47:355 TABLE 2		
If the Gross Sales are:		
As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 100,000	\$ 50
100,000	150,000	75
150,000	250,000	100
250,000	500,000	150
500,000	600,000	200
600,000	800,000	250
800,000	1,000,000	300
1,000,000	1,500,000	400
1,500,000	2,000,000	500
2,000,000	2,500,000	700
2,500,000	3,000,000	900
3,000,000	4,000,000	1,000
4,000,000	5,000,000	1,250
5,000,000	5,500,000	1,800
5,500,000	6,000,000	2,400
6,000,000	6,500,000	3,000
6,500,000	7,000,000	3,600
7,000,000	7,500,000	4,200
7,500,000	8,000,000	4,800
8,000,000	9,000,000	5,200
9,000,000	10,000,000	5,600
10,000,000	11,000,000	6,000
11,000,000	12,000,000	6,400
12,000,000	13,000,000	6,800
13,000,000	14,000,000	7,200
14,000,000	7,500

LENDING R.S. 47:356 TABLE 3		
If the Amount of the Loan Made is:		
As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 250,000	\$ 50
250,000	500,000	100
500,000	750,000	150
750,000	1,000,000	200
1,000,000	1,250,000	250
1,250,000	1,500,000	300
1,500,000	1,750,000	350
1,750,000	2,000,000	400
2,000,000	2,250,000	450
2,250,000	2,500,000	500
2,500,000	3,000,000	550
3,000,000	3,500,000	600
3,500,000	4,000,000	650
4,000,000	4,500,000	700
4,500,000	5,000,000	750
5,000,000	5,500,000	800
5,500,000	6,000,000	850
6,000,000	6,500,000	900
6,500,000	7,000,000	950
7,000,000	7,500,000	1,000
7,500,000	8,000,000	1,050
8,000,000	8,500,000	1,100
8,500,000	9,000,000	1,150
9,000,000	9,500,000	1,200
9,500,000	10,000,000	1,250
10,000,000	11,000,000	1,350
11,000,000	12,000,000	1,450
12,000,000	13,000,000	1,550
13,000,000	14,000,000	1,650
14,000,000	15,000,000	1,750
15,000,000	16,000,000	1,850
16,000,000	17,000,000	1,950
17,000,000	18,000,000	2,050
18,000,000	19,000,000	2,150
19,000,000	20,000,000	2,250
20,000,000	25,000,000	2,500
25,000,000	30,000,000	3,000
30,000,000	35,000,000	3,500
35,000,000	3,700

RETAIL GASOLINE R.S. 47:354.1 TABLE 1.1		
If the Gallons Sold are:		
As Much As	But Less Than	The Annual License Shall Be:
0	55,000	\$50
55,000	85,000	60
85,000	110,000	90
110,000	165,000	120
165,000	225,000	180
225,000	275,000	250
275,000	325,000	300
325,000	450,000	360
450,000	550,000	500
550,000	650,000	650
650,000	825,000	800
825,000	1,000,000	900
1,000,000	1,500,000	1,200
1,500,000	2,000,000	1,800
2,000,000	2,500,000	2,400
2,500,000	3,000,000	3,000
3,000,000	3,500,000	3,600
3,500,000	4,000,000	4,200
4,000,000	4,500,000	4,800
4,500,000	5,000,000	5,400
5,000,000	5,500,000	6,000
5,500,000	6,200

COMMISSION R.S. 47:357 TABLE 4		
If the Gross Annual Commissions and Brokerages are:		
As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 15,000	\$ 50
15,000	20,000	70
20,000	25,000	90
25,000	30,000	112
30,000	40,000	137
40,000	50,000	180
50,000	65,000	225
65,000	80,000	300
80,000	100,000	360
100,000	125,000	450
125,000	150,000	600
150,000	175,000	675
175,000	200,000	750
200,000	250,000	900
250,000	300,000	1,050
300,000	350,000	1,200
350,000	400,000	1,400
400,000	450,000	1,600
450,000	500,000	1,800
500,000	550,000	2,000
550,000	600,000	2,200
600,000	650,000	2,400
650,000	700,000	2,600
700,000	750,000	2,800
750,000	800,000	3,000
800,000	850,000	3,200
850,000	900,000	3,400
900,000	950,000	3,600
950,000	3,700

PUBLIC UTILITIES R.S. 47:358 TABLE 5		
If the Gross Annual Receipts are:		
As Much As	But Less Than	The Annual License Shall Be:
\$ 0	\$ 20,000	\$ 50
20,000	25,000	60
25,000	37,500	75
37,500	50,000	115
50,000	75,000	150
75,000	100,000	200
100,000	150,000	300
150,000	200,000	450
200,000	250,000	650
250,000	500,000	750
500,000	750,000	1,500
750,000	1,000,000	2,250
1,000,000	1,250,000	3,000
1,250,000	1,500,000	3,750
1,500,000	1,750,000	4,500
1,750,000	2,000,000	5,250
2,000,000	2,250,000	6,000
2,250,000	2,500,000	6,900
2,500,000	7,500