

Business Tax Registration Certificate (BTRC) Number

The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal Code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance, has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

Information regarding this requirement may be obtained at Office of Finance, Tax & Permit Division, 200 N. Spring St., Room 101, Los Angeles, CA 90012, Phone: (844) 663-4411, Web: <http://finance.lacity.org>.

An application form is included, if needed. This is to be submitted to the Office of Finance to obtain the Business Tax Registration Certificate.

All Proposers shall submit a copy of their Business Tax Registration Certificate with their proposal or proof and confirmation of a submitted application.

City of Los Angeles
Office of Finance
200 N. Spring St. Rm 101
Los Angeles, Ca. 90012

Email application to:
finance.customerservice@lacity.org



BUSINESS TAX APPLICATION

The following information is subject to disclosure

Business Type (Check ☐ Individual ☐ Corporation ☐ Partnership ☐ LLC ☐ Trust One):

Please print or type

Legal Name: _____

Do not use DBA here

Business Address: _____ City: _____ State: _____ Zip: _____

Do Not Use P.O. Box

Check Appropriate box ☐ Commercial Location ☐ Residence

Fictitious Business Name (DBA): _____

Care of (C/O): _____

Mailing Address : _____ City: _____ State: _____ Zip: _____

Check Appropriate box ☐ Commercial Location ☐ Residence

Starting Date of business in the City of Los Angeles: Date: _____

Do you sell tobacco products? ☐ Yes ☐ No If yes, you must fill out a Tobacco Retailer's Permit Application

Social Security number (SSN) – OR – Federal Employer Identification number (FEIN): _____

Sales Tax Number (Seller's Permit): _____

Description of Business : _____

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Email Address: _____ **Business Phone:** _____

Gross Receipts: (If your business began prior to this year, Please complete the information below)

Year	2017	2018	2019	2020	2021	2022	2023	2024
Activity								
Classification								
Classification								

Note: A minimum business tax may be due based on your business activity(ies) for the first year of operation.

Contact Person: _____ **Title:** _____

Contact Phone Number: _____

I declare, under penalty of perjury under the laws of the State of California, that to the best of my knowledge the foregoing is true, correct and complete

Signature of owner or agent: _____ Date: _____

Print your name: _____ Phone Number: _____

Title: _____ Email: _____

For more information, Visit our website: Finance.lacity.gov