WELCOME











Before you can submit a complete <u>business tax certificate</u> <u>application</u>, you will need:

- 1. An Employer Identification Number (EIN) from the Internal Revenue Service;
 - https://www.irs.gov/businesses/small-businesses-self
 -employed/apply-for-an-employer-identification-num
 ber-ein-online

Before you can submit a complete <u>business tax certificate</u> <u>application</u>, you will need:

- A California Secretary of State entity number (Sole Proprietorships do not need to meet this requirement);
 - https://bizfileonline.sos.ca.gov/forms/business

Before you can submit a complete <u>business tax certificate</u> <u>application</u>, you will need:

- A California Department of Tax and Fee Administration (CDTFA) seller's permit
 - https://www.cdtfa.ca.gov/services/#Register-Renewals

Helpful Links

City of Los Angeles Office of Finance

Business Tax Certificate Application Form

Please email completed Business Tax Certificate Application forms to: DCRLicensing@lacity.org

Helpful Links

Internal Revenue Service

Starting a Business

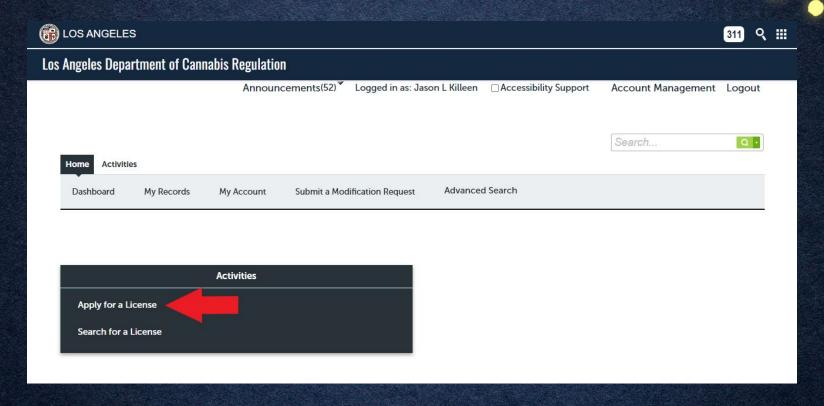
nttps://business.ca.gov/advantages/ Pempfulatoinks



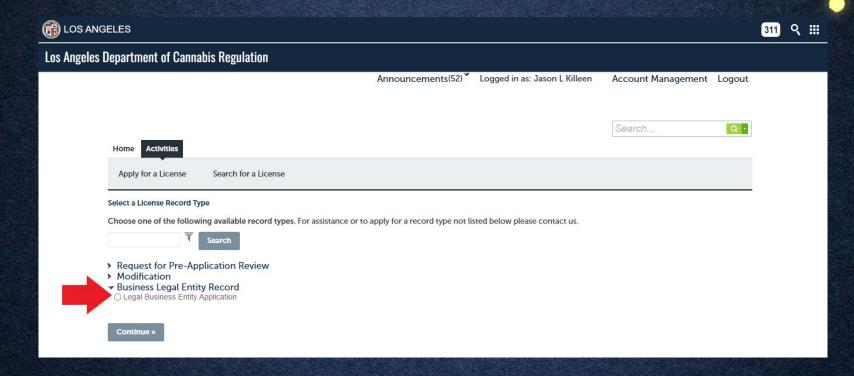
Permit and Regulatory Assistance

City of Los Angeles Email application to: finance.customerservice@lacity.org Office of Finance 200 N Spring St. Rm 101 **BUSINESS TAX APPLICATION** Los Angeles, CA 90012 If you do any type of Retail or Wholesale sales, you are required to fill out the Tobacco Retailers questionnaire/Application The following information is subject to disclosure Business Type (check one): Individual Corporation Partnership LLC Trust Please print or type Legal Name: Do not use DBA here **Business Address:** Do not use P.O. Box Street address Zip Code Check appropriate box Commercial location Residence Ficticious Business Name (DBA): Care Of (C/O): Mailing Address: Street address or P.O Box Zip Code Check appropriate box Commercial location Residence Starting date of business in the City of Los Angeles: Social Security number (SSN) - OR - Federal Employer Identification number (FEIN): Sales Tax Number (Seller's Permit): Description of Business: (Provide in detail) F-mail Address: **Business Phone Number:**

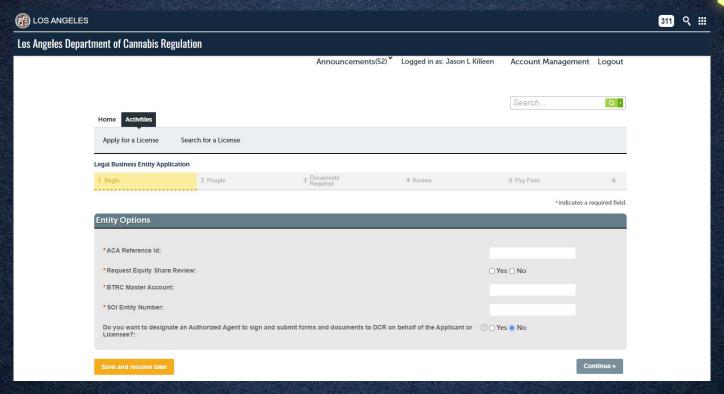
Creating a Legal Business Entity Record



Creating a Legal Business Entity Record



Creating a Legal Business Entity Record



8 Steps to Creating a Legal Business Entity Record

- 1) ACA Reference Id
 - a) Enter the Accela Citizen Access Reference Contact ID associated with the legal business entity.
- 2) Request Equity Share Review
- 3) BTRC Master Account
- 4) SOI Entity Number
- 5) Do you want to designate an Authorized Agent to sign and submit forms and documents to DCR on behalf of the Applicant or Licensee?

8 Steps to Creating a Legal Business Entity Record

- 6) Identify Owners, Primary Personnel, and, if applicable, an Authorized Agent.
- 7) Upload all required ownership, primary personnel, business formation documents, operating agreements, and if applicable, social equity application specific information, documents, and forms.
 - a) If you requested "Equity Share Review", you will be required to upload social equity application specific information, documents, and forms.
- DCR will generate an invoice for applicable fees based on the selections made during the intake process.



THANKS FOR COMING

