

WELCOME

Q&A VIRTUAL LUNCH HOUR WITH JASON KILLEEN



WELCOME REMARKS



Q&A Virtual Lunch Hour
w/ Jason Killeen

How to Register for a Business Tax Registration Certificate (BTRC)

Before you can submit a complete business tax certificate application, 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-number-ein-online>

How to Register for a Business Tax Registration Certificate (BTRC)

Before you can submit a complete business tax certificate application, you will need:

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

How to Register for a Business Tax Registration Certificate (BTRC)

Before you can submit a complete business tax certificate application, you will need:

3. 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](#)

[https://business.ca.gov/advantages/
permit-and-regulatory-assistance](https://business.ca.gov/advantages/permit-and-regulatory-assistance)

Helpful Links

California Governor's Office of Business
and Economic Development

[Permit and Regulatory Assistance](https://business.ca.gov/advantages/permit-and-regulatory-assistance)

How to Register for a Business Tax Registration Certificate (BTRC)

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		
If you do any type of Retail or Wholesale sales, you are required to fill out the Tobacco Retailers questionnaire/Application		
<u>The following information is subject to disclosure</u>		
Business Type (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Trust Please print or type		
Legal Name: _____ <small>Do not use DBA here</small>		
Business Address: _____ <small>Do not use P.O. Box</small> <small>Street address</small> <small>City</small> <small>State</small> <small>Zip Code</small> Check appropriate box <input type="checkbox"/> Commercial location <input type="checkbox"/> Residence		
Fictitious Business Name (DBA): _____		
Care Of (C/O): _____		
Mailing Address: _____ <small>Do not use P.O. Box</small> <small>Street address or P.O. Box</small> <small>City</small> <small>State</small> <small>Zip Code</small> Check appropriate box <input type="checkbox"/> Commercial location <input type="checkbox"/> Residence		
Starting date of business in the City of Los Angeles: Month _____ Day _____ Year _____		
Social Security number (SSN) – OR – Federal Employer Identification number (FEIN): _____		
Sales Tax Number (Seller's Permit): _____		
Description of Business: _____ <small>(Provide in detail)</small>		
E-mail Address: _____		
Business Phone Number: _____		

Creating a Legal Business Entity Record

The screenshot shows the Los Angeles Department of Cannabis Regulation website. At the top, there is a dark blue header with the Los Angeles logo and the text "LOS ANGELES" on the left, and a "311" button, a search icon, and a grid icon on the right. Below this is a dark blue bar with the text "Los Angeles Department of Cannabis Regulation". Underneath, there is a white bar with "Announcements(52)" with a dropdown arrow, "Logged in as: Jason L Killeen", a checkbox for "Accessibility Support", "Account Management", and "Logout". Below this is a white bar with a search input field labeled "Search..." and a green search button with a magnifying glass icon. Below the search bar is a navigation bar with "Home" and "Activities" tabs. Below the tabs is a horizontal menu with "Dashboard", "My Records", "My Account", "Submit a Modification Request", and "Advanced Search". Below the menu is a dark gray box with the title "Activities" and two options: "Apply for a License" and "Search for a License". A red arrow points to the "Apply for a License" option.

LOS ANGELES

311

Los Angeles Department of Cannabis Regulation

Announcements(52) Logged in as: Jason L Killeen Accessibility Support Account Management Logout

Search...

Home Activities


Dashboard My Records My Account Submit a Modification Request Advanced Search

Activities

Apply for a License

Search for a License

Creating a Legal Business Entity Record

 LOS ANGELES

311 🔍 ☰

Los Angeles Department of Cannabis Regulation

Announcements(52) Logged in as: Jason L Killeen Account Management Logout

Search...

Home Activities

Apply for a License Search for a License

Select a License Record Type


Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

🔍 Search

- ▶ Request for Pre-Application Review
- ▶ Modification
- ▼ Business Legal Entity Record
 - Legal Business Entity Application

Continue »

Creating a Legal Business Entity Record

 LOS ANGELES

311 🔍 ☰

Los Angeles Department of Cannabis Regulation

Announcements(52) Logged in as: Jason L Killeen Account Management Logout

Search...

[Home](#) **Activities**

[Apply for a License](#) [Search for a License](#)

Legal Business Entity Application

1 Begin

2 People

3 Documents Required

4 Review

5 Pay Fees

6

*indicates a required field.

Entity Options

* ACA Reference Id:

* Request Equity Share Review:

☐ Yes ☐ No

* BTRC Master Account:

* SOI Entity Number:

Do you want to designate an Authorized Agent to sign and submit forms and documents to DCR on behalf of the Applicant or Licensee?:

☐ Yes ☒ No

Save and resume later

Continue »

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.
- 8) DCR will generate an invoice for applicable fees based on the selections made during the intake process.

Q&A



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**THANKS FOR
COMING**

