ASCENSION PARISH SALES AND USE TAX AUTHORITY

P. O. Box 1718 • Gonzales, LA 70707 • (225) 621-2635

Sales and Use Tax Application Form

as developed by Louisiana Association of Tax Administrations (LATA)

NOTE: A separate application is required for each location

PLEASE SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM.

Check all that apply: ☐ **Sales Tax** ☐ **Hotel/Motel**

1. Reason for applying:
   - ☐ A. Started new business
   - ☐ C. Opening additional location
   - ☐ D. Merger _____ and _____
   - ☐ E. Change of name
   - ☐ B. Purchased ongoing business:
     - Name of previous owner _____
     - Trade name of previous owner _____
     - Parish account number _____
   - ☐ F. Other _____

2. A. LA Sales Tax Number _____ ☐ Applied For ☐ None
   B. Federal Identification Number _____ ☐ Applied For ☐ None
   C. Federal Standard Industrial Code _____ (if unknown, please leave blank)
   D. How many other locations in this Parish _____

3. A. Legal name(s): Individual, partners, or corporation _____
   B. Trade name of business _____

4. A. Business location address (Street - Not P.O. Box) _____ B. City and State: _____
   C. Zip _____ D. Telephone ( ) _____ E. Parish in LA: _____

5. A. Address for receiving tax forms and correspondence (if same as location, write "Same") _____
   B. City and State _____ C. Zip _____

6. A. Contact Person _____ B. Contact Phone number (_____) _____
   C. Fax number _____ D. E-mail address _____ E. Web Address _____
   F. Location of accounting records _____

7. Type of organization ☐ A. Individual ☐ B. Partnership ☐ C. Corporation ☐ D. LLC ☐ E. LLP
   ☐ F. Governmental ☐ G. Non-profit ☐ H. Other _____

8. If sole owner (individual): Name _____ SSN: _____
   Home address _____ Telephone (_____) _____

9. If Corporation, LLC, LLP, or Partnership: name, title, social security #, home address,and telephone # of officers, members, managers, or partners:

Name	Title	SSN
Address	City State Zip	Phone Number
Name	Title	SSN
Address	City State Zip	Phone Number

10. Agent for service of process: name, physical address and phone #: _____

11. A. First date sales will be made from this location _____ B. Date business first started operations _____

12. A. Nature of business: ☐ Retail Sales ☐ Repair Service ☐ Retail Service ☐ Wholesale ☐ Contractor
    ☐ Manufacturing/Fabricating ☐ Other _____
    B. Describe in detail your business:Type of sales, activity, or service you perform: _____

13. Requested Reporting Status: ☐ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Occasional/Irregular
    Reporting frequency and filing status will be determined by the Administrator according to parish policy. Businesses with a location within a parish will automatically be registered to file on a monthly basis. Occasional/irregular filers are intended for those businesses (1) that do not have a location within the parish and do not intend on doing business within the parish on a regular basis; and/or (2) business that perform services that are not taxable.

14. Where do you anticipate your taxable transactions to occur? Check box(s) below:
    - ☐ Inside City Limits of Gonzales
    - ☐ Inside City Limits of Donaldsonville
    - ☐ Inside Town Limits of Sorrento
    - ☐ West Ascension Outside City Limits of Donaldsonville
    - ☐ East Ascension Outside City/Town Limits of Gonzales/Sorrento
    - ☐ Parish Wide

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

Signature of Applicant _____ Title: _____

Signature of Preparer _____ Date: _____

FOR OFFICE USE ONLY

Visit Louisiana Association of Tax Administrators website @ www.laota.com

Instructions Sales & Use Tax Registration Application for the Ascension Parish Sales and Use Tax Authority

Please review these instructions carefully. Failure to complete ALL applicable lines will delay the processing of this application, the assigning of your tax number, and the issuance of the applicable certificate. Please type or use only a black or blue ink pen to fill out this form.

Who must file - Each person pursuing any trade, profession, vocation, calling or business should complete this form. Each person is required to keep reasonable records. Separate records are required for each place of business. For assistance call (225) 621-2635.

Sales and use tax - Any individual, firm, corporation, trust, co-partnership, joint venture, association, state, city or parish, municipality, district, or other political subdivision thereof, is required to file and remit appropriate sales taxes by the twentieth (20th) day following the close of each reporting period for any of the following transactions that are taxable under the Sales and Use Tax statutes:

1. The sale of tangible personal property at retail in this parish;
2. The use, consumption, distribution, or storage for use or consumption, in this parish of any tangible personal property;
3. The lease or rental within this parish of any item or article of tangible personal property;
4. The sale of services as defined in the statutes. These services include the furnishing of rooms by hotels; the sale of admissions to places of amusement and to athletic and recreational events, and the furnishing of of the privilege of access to amusement, entertainment, athletic, or recreational facilities; the furnishing of storage or parking privileges by auto hotels and parking lots; the furnishing of printing or overprinting; the furnishing of laundry cleaning, pressing, and dyeing services; the furnishing of cold storage space and the preparation of property for such storage; and, the furnishing of repairs to tangible personal property.

Any person who leases or rents tangible personal property in the parish, who furnishes services taxable under the statue or ordinances, who holds property in the parish for resale, who maintains a business location in the parish, or who solicits orders, or otherwise operates in the parish through full-time or part-time resident or nonresident salesmen or agents, is required to obtain a sales tax certificate, collect the proper taxes from customers, and file returns with the Ascension Parish Sales and Use Tax Authority. For local sales tax purposes, only retail transactions are taxable. Therefore, a resale certificate should be used on wholesale purchases.

A person who purchases, imports, or receives property and services subject to tax, or is the lessee or rentee of tangible personal property on which the proper taxes were not collected by vendors, is himself liable for the payment of taxes directly to the Ascension Parish Sales and Use Tax Authority. **All new sales and use tax accounts are registered to file on a monthly basis unless otherwise determined.**

1. Reason for applying.
   - A. Self-explanatory.
   - B. If buying an existing business, have you received verification from the taxing authority that all tax liabilities have been paid? (LA R.S. 47:308 - see below).
   - C. Self-explanatory.
   - D. List all the business names that created the merger.
   - E Self-explanatory
   - F. Indicate if this is a change in business structure or if acquired by gift, trust, etc.

2. A. Self-explanatory. (If you have none, mark the box.)
   - B. Self-explanatory. (If you have none, mark the box.)
   - C. Self-explanatory.
   - D List the number of business locations in Ascension Parish. Each location requires a separate application and account number.

3. A. Legal Name - The person(s) or corporation under whose name this business is to be registered. If corporate, give true corporate name.
   - B. Trade Name - The name under which this business will operate - the dba name. If you have no trade name, leave this line blank.

4. A.B.C. Location Address - This address is the street address or other meaningful address, the city, town, or village, and the ZIP Code, in which your business is geographically located, irrespective of where you receive your mail.
   - D. Telephone number at the business location.
   - E. If business is located in LA, list the parish where it is located.

5. A.B.C. Mailing Address - **ALL** tax returns, permits, and other related communications will be mailed to this address.

6. A. The name of the person responsible for the sales tax return.
   - B. Telephone number of the person responsible for the sales tax return.
   - C. The fax number at the mailing address.
   - D. The e-mail address of the person responsible for the sales tax return.
   - E. The web address of the company.
   - F. Where the accounting records are kept.

7. Type of organization, mark only one.
   - A. Self-explanatory.
   - B. Self-explanatory.
   - C. Self-explanatory.
   - D. Self-explanatory.
   - E. Self-explanatory.
   - F. Indicate on line provided if parish, school district, or related entity such as hospital or library.
   - G. Non-profit generally must conform to Federal IRS regulations for determining a nonprofit organization. Indicate on line provided if organized for religious, scientific, humane, fraternal, or other purpose.
   - H. If not A through G, mark this box & explain.

8. Self-explanatory.
9. Self-explanatory.
10. The person responsible for accepting notices on behalf of the legal entity that apply to due process requirements.
11. A. Indicate date that first sales will be made from this location.
    - B. Indicate date the business started.
12. A. Choose one.
    - B. Describe the kind of business to be carried on at this location.
13. Check the filing frequency you are requesting.
14. Self-explanatory.

Note: You must sign and date your application. If your application was prepared by someone else, they must also sign in the appropriate space. Mail the application to P.O. Box 1718 Gonzales LA 70737.

§308. Termination or transfer of business Current through all 2001 Regular and Second Extraordinary Session Acts

A. If any dealer liable for any tax, interest, or penalty levied hereunder sells his business or stock of goods or quits the business; he shall make a final return and payment within fifteen days after the date of selling or quitting the business. His successor, successors, or assigns, if any, shall withhold sufficient of the purchase money to cover the amount of such taxes, interest, and penalties due and unpaid until such time as the former owner shall produce a receipt from the secretary showing that they have been paid, or a certificate stating that no taxes, interest, or penalties are due. If the purchaser of a business or stock of goods fails to withhold purchase money as above provided, he shall be personally liable for the payment of the taxes, interest, and penalties accrued and unpaid on account of the operation of the business by any former owner, owners, or assigns.

B. In the case of a dealer who has quit a business, and who subsequently opens another similar business under the same ownership, whether that ownership is individual, partnership, corporation, or other, that dealer shall be liable for any tax, interest, or penalty owned by the original business.