

# GROSS SALES REPORTING FORM

DEPARTMENT OF FINANCE  
CITY OF BATON ROUGE - PARISH OF EAST BATON ROUGE  
222 ST. LOUIS STREET  
P. O. BOX 2590  
BATON ROUGE, LA 70821-2590

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**Account Number:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Location Address:** \_\_\_\_\_  
**City, State, Zip Code** \_\_\_\_\_

Dear Taxpayer:

Thank you for your remittance of the tentative Occupational License Tax for your new business. It is our sincere hope that your business will grow and prosper.

Under the provisions of the Occupational License Tax Ordinance, you are required to report to this department, the annual amount of gross sales, receipts, commissions, etc., for the first 30-day period following the "actual date of beginning business."

Please complete the information requested below and return to this office within 40 days after opening your business. You will be notified if any additional tax is due.

**Actual Date of Beginning Business:** \_\_\_\_\_

The opening date of a business is the date on which:

- a) sales/service facilities were fully operational and available to the customer, or
- b) contracts were entered into, if in business as a contractor, or
- c) commissions or fees were earned, if in business as a broker or commission agent, or
- d) loans were made, if in the business of lending or dealing in notes.

<b>First 30 Days Gross Sales, Commissions, Etc.</b>	\$ _____
<b>Less Allowable Deductions (Explain in Detail)</b>	\$ _____
<b>Adjusted Total</b>	\$ _____

If your business has not yet opened, please revise the opening date in the space provided.

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**SIGNATURE OF OWNER**