Business Tax Registration Certificate (BTRC) Online Registration Process

Link: https://latax.lacity.org/oofweb/eappreg/eappreg_criteria.cfm

Step 1 Review “New Business Registration Requirements” and select “Proceed”

Page 1 – New Business Registration Questionnaire

- Enter Social Security Number or FEIN
- Under Business Activities Question Series
  - Answer Yes to the following question
    - Are you in the Food Establishments and Sales Profession?
  - Answer NO to all the other questions
  - Click See Next Questions

Page 2 – New Business Registration Additional Business Activity Questions

- Answer Yes to the following question
  - Do you sell food, goods, wares or merchandise as a Sidewalk Vendor?
- Answer NO to all the other questions
- Click Accept and Proceed at the Bottom of the page
Final Steps

- Fill in information for the New Business Registration Application
  - Business Description
  - Legal Name
  - DBA (If Applicable)
  - Start Date
  - Business Address
  - Mailing Address
  - Seller’s Permit #
  - Professional Activity Code, if available
  - Contact Information
  - Filer Information

Temporary Tax Certificate

- A Temporary Tax Certificate will be emailed once all information has been submitted.

Confirmation Letter

- Then, a confirmation receipt will be emailed for the submitted application for Tax Registration Certificate.
- Original Tax Registration Certification, issued by the Director of Finance, will be sent in the mail.
- This process can take up to 4 weeks.

Contact Information

- Customer Service Center
  - Finance.CustomerService@lacity.org
  - 844-663-4411
  - Monday – Friday 8:00 am – 4:30 pm
  - Wednesdays 9:00 am – 4:30 pm