

St. Charles Parish Sales & Use Tax Registration

Account Number

St. Charles Parish School Board
13855 River Road
Luling, Louisiana 70070

Phone: (985) 785-3125

Fax: (985) 785-7246

salestax@stcharles.k12.la.us

www.scpsalestax.com

Business Name _____ Legal Name _____

Phone Number _____ Fax Number _____ E-mail Address _____

Physical Address _____

Mailing Address _____

Date of First Activity in St. Charles Parish _____

Filing Frequency (Circle One) Monthly Quarterly Semi-Annual Annual

Federal ID: _____ LA Sales Tax ID _____ NAICS Code _____

Description of Business _____

Contact Person _____ Phone Number _____ Fax Number _____

Cell Phone Number _____ E-mail Address _____

Type of Organization (Circle One) Sole Proprietor Partnership Corporation
LLC LLP Governmental
Non-Profit Other

Sole Proprietor _____ **Phone Number** _____ **Cell Number** _____

SSN _____ **Address** _____

Personal Reference _____ **Contact Number** _____

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

Name _____ **Title** _____ **SSN** _____

Phone Number _____ **Address** _____

Name _____ **Title** _____ **SSN** _____

Phone Number _____ **Address** _____

Name _____ **Title** _____ **SSN** _____

Phone Number _____ **Address** _____

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

Date

X _____

Account Number
Initials

For Office Use Only

Acknowledgment of Sales Tax Responsibility


I, _____ of a _____
(owner/agent name) (type of business)

DBA _____
(business name)

understand that as a retailer I am responsible for collecting and remitting sales taxes on all of the sales of said business. As the owner of the business, I am personally liable for remitting sales taxes. Taxes are due on the 1st of the month following the sales and are considered delinquent on the 21st of that month. Failure to remit the sales taxes is a criminal and civil violation. If taxes are not paid by the 20th of the month, I understand that St. Charles Parish will deem this account in jeopardy and will take action.

I understand that as a dealer I shall keep and preserve suitable records of the sales, purchases, or leases and other books of accounts as may be necessary to determine the amount of tax due, and other information as may be required by the collector; and each dealer shall secure, maintain and keep until the taxes to which they relate have prescribed. Any dealer who violates the provisions shall be fined not more than five hundred dollars or imprisoned for not more than sixty days, or both, for any such offense. (La R.S. 47:337.29) **If the collector cannot examine suitable records maintained by the business to determine taxes due, alcohol and video clearances as well as exemption certificates cannot be issued.**

I understand that it is my obligation as a dealer to use reasonable means to notify and provide St. Charles Parish with accurate and updated information pertaining to its proper address and the names and contact information for those officers or directors, or members or managers having direct control or supervision over its local sales and use taxes and those charged with the responsibility of filing a dealer's sales and use tax return with the collector. This obligation shall be continuing and a dealer shall notify the St. Charles Parish Sales Tax Office of any changes, additions, or deletions within thirty calendar days of any change. (La R.S. 47:337.29)

_____	
Owner/Agent Name	Director of Tax Collections
_____	_____
Signature	Witness
_____	_____
Date	Witness

Records to be Maintained by a Business

- Sales invoices
- Daily sales reports such as z-tapes
- Purchase records (accounts payable of expense and asset purchases)
- Bank statements
- Depreciation schedules
- State sales tax returns
- Accrual reports supporting tax returns
- Records supporting deductions taken on return
- Federal Income tax returns
- Occupational license figures
- Job listing and job cost reports (if you are a contractor)