

## Sales & Use Tax Registration Process:

### 1) Register with the State of Louisiana:

- a. Register on line at [www.rev.state.la.us](http://www.rev.state.la.us)
  - i. Click on the tab labeled "Businesses"
  - ii. Select "Business Registration" located in the column to the left hand side
  - iii. Select the "Geaux Biz.com" icon to start the process for new business or follow the instructions below for a business already registered
  - iv. Once on the Geaux Biz page you are prompted to create a login to begin using the site
- b. If you are not comfortable with the online process you may alternately complete the attached application to be mailed in to Louisiana Department of Revenue

If you need assistance with the application, please call **1-855-307-3894**

### 2) Register with the parish by either:

- a. Filling out the attached application and returning it to our office
- b. Register on line at [www.laota.com](http://www.laota.com) (site contains useful information and you can register for multiple parishes)
  - i. Select For Taxpayers
  - ii. Select Registration
  - iii. Select Click Here To Submit the Local Sales Tax Registration Application Online
  - iv. Complete application and select Submit
- c. **Or** register on line at [parishe-file.revenue.louisiana.gov](http://parishe-file.revenue.louisiana.gov) (site allows you to register and make payments)
  - i. Select Sign Up Now
  - ii. Complete application and select Submit