




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
 - Under Yes to the following question
 - Are you in the Food Establishments and Sales Profession?

FOOD ESTABLISHMENTS AND SALES 

	This category covers persons operating food establishments such as restaurants, cafes, or bakeries, persons engaged in the retail sales of goods, wares, or merchandise (including automobiles) to the end user, and persons engaged in the wholesale sales of goods, wares, or merchandise for the purpose of resale.	
*	Are you in the Food Establishments and Sales profession?	Yes <input type="radio"/> No <input type="radio"/>

- 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?

FOOD ESTABLISHMENTS AND SALES RELATED QUESTIONS

*	Do you sell food, goods, wares or merchandise as a Sidewalk Vendor?	Yes <input checked="" type="radio"/> No <input type="radio"/>
*	Do you operate a food establishment such as a restaurant, coffee shop, fruit stand, etc?	Yes <input type="radio"/> No <input checked="" type="radio"/>
*	Do you have any amusement machines on your premises (i.e. video games, pin ball machines, coin-operated children's rides, batting cages) that are coin-operated or for which you charge a fee?	Yes <input type="radio"/> No <input checked="" type="radio"/>
*	Are there any coin-operated televisions, radios and/or jukeboxes on your premises?	Yes <input type="radio"/> No <input checked="" type="radio"/>

- 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