



MuniServices Company
2202 S Figueroa St #616
Los Angeles, CA 90007
800 987 0999
Fax: 559 275 0289

«mergmailid»

«company» «ps_brk»
«street»
«city», «state» «zip»-«zip4»

REFERENCE #: LA«unique_key»

Dear «company»:

MuniServices, LLC has been retained by the City of Los Angeles to conduct a business tax compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business tax registration certificate.

You have received this notice because our records indicate that you may be conducting business in the City of Los Angeles and you are not currently registered with the City. If you do not have a valid business tax registration certificate you may be out of compliance with the Los Angeles Municipal Code, Section 21.03 (Imposition of Tax).

The City of Los Angeles Municipal Code (Sections 21.53 to 21.197) states that every business operating within the City of Los Angeles must obtain a business tax registration certificate and pay the appropriate business taxes and fees. The code applies to individuals, partnerships, corporations, self-employed independent contractors, rental property owners, and home based businesses.

You may be liable to pay business taxes for conducting business in the City of Los Angeles, and it is important that we receive a response from you in a timely manner. If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings.

In order to resolve your account, please assist us by completing one of the following items:

- *If you already **have** a valid Business Tax Registration Certificate, please provide the account number on the application and return it within **30 days** of the date of this letter in the enclosed envelope, or fax a copy to (559) 275-0289.*
- *If you **do not have** a current City of Los Angeles business tax certificate, please complete and return the enclosed application in the envelope provided within **30 days** of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information.*
- *If you believe you are **not subject** to the City of Los Angeles business tax, please provide a written statement describing your circumstances. Upon review you will be cleared from our system or contacted for additional information.*

Thank you for your cooperation. If you need assistance completing the application, require information, or feel that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number **LA«unique_key»** when calling. Please mail your application directly to the **City of Los Angeles, C/O Business License Processing Center, 2202 S. Figueroa #616, Los Angeles, CA 90007** within **30 days** of the date of this letter. Information obtained during this compliance review will be held in strict confidence.

Sincerely,

Robert J. Greene, Operations Manager