

# CITY OF NEW ORLEANS TAX CLEARANCE AUTHORIZATION

According to Section 2-8 of the Code of the City of New Orleans, the City cannot enter into or make payments under a contract, grant or cooperative endeavor agreement with any person, corporation, or entity delinquent in City taxes. This form supplies the needed tax clearance. This clearance is issued without prejudice to any tax liabilities discovered by audit.

**Please refer to the instructions on the back of this form**

*BUSINESS NAME:*

\_\_\_\_\_

*OWNER'S NAME:*

\_\_\_\_\_

*TYPE OF BUSINESS:*

\_\_\_\_\_

*BUSINESS ADDRESS:*

\_\_\_\_\_

*MAILING ADDRESS:*

\_\_\_\_\_

*CONTACT TELEPHONE:*

\_\_\_\_\_

*FAX NUMBER:*

\_\_\_\_\_

*E-MAIL ADDRESS:*

\_\_\_\_\_

*REAL ESTATE TAX NUMBER:*

*PERSONAL PROPERTY TAX NUMBER:*

*SALES TAX/OCCUPATIONAL LICENSE  
NUMBER:*

**PRINT NAME:**

**TITLE:**

**AUTHORIZED SIGNATURE:**

**DATE SIGNED:**

I certify that I have the authority to execute this form with respect to the tax matters covered and that the above is true and correct. The City of New Orleans is authorized to inspect and/or receive confidential tax information.

**BUREAU OF REVENUE (Room 1W15)**

This clearance covers Occupational License and Sales/Use taxes.

**BUREAU OF TREASURY (Room 1W37)**

This clearance covers Ad Valorem taxes for Real Estate and Business Property taxes.

I hereby assert that after review of the taxpayer's records of this date that the taxpayer **IS NOT** delinquent in any taxes owed to the city. This clearance covers the period today through March 1, 20\_\_\_\_. The above clearance may be revoked for failure to pay sales tax.

I hereby assert that after review of the taxpayer's records of this date that the taxpayer **IS NOT** delinquent in any taxes owed to the city. This clearance covers the period today through March 1, 20\_\_\_\_.

\_\_\_\_\_  
**COLLECTOR OF REVENUE – PRINT NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TREASURY CHIEF – PRINT NAME**

\_\_\_\_\_  
**DATE**

I attest that the taxpayer named above **is not** delinquent in any taxes owed to the city.

\_\_\_\_\_  
**DIRECTOR OF FINANCE – PRINT NAME**

\_\_\_\_\_  
**DATE**

# CITY OF NEW ORLEANS TAX CLEARANCE AUTHORIZATION

---

## INSTRUCTIONS

This form authorizes the City of New Orleans to inspect and/or receive your confidential tax information. This Tax Clearance Authorization will not be honored for any purpose other than contracting with the City of New Orleans.

It is recommended that all outstanding tax and business registration be completed prior to processing the form to expedite contract execution.

1. Complete this form by providing all of the information requested. Failure to fill in ALL information requested will delay processing.
2. Sign and date the authorization form and submit to the Department with whom you are contracting. If the form is not signed and dated, the form will not be processed.
3. The following requirements must be met in order for a Tax Clearance Authorization form to be approved by the City of New Orleans.

### Real Estate/Personal Property Tax

- o Businesses are required to be current in payment of all Real Estate Tax and Personal Property Tax.
- o A business can visit the City of New Orleans' website, [www.nola.gov](http://www.nola.gov) at the Bureau of Treasury webpage to pay outstanding Real Estate and Personal Property taxes due.
- o A business can mail outstanding tax payments to City of New Orleans, Bureau of the Treasury 1300 Perdido St., Room 1W38, New Orleans, La. 70112.

### Sales Tax/Occupational License

- o Businesses located within Orleans Parish are required to obtain an annual Occupational License. A City of New Orleans Sales Tax number will also be issued at the same time.
- o If the business is domiciled outside of Orleans Parish, a registration is required to be completed to obtain a Certificate of Registration and a City of New Orleans Sales Tax number.
- o If a business is not registered, a New Business Application must be completed.
- o Non-profit organizations must comply with the Occupational License requirements by completing a New Business Application.
- o Once exempt status is confirmed for the non-profit organization, the organization is exempt from Occupational License fees. Please be prepared to provide 501© documentation and/or Louisiana Secretary of State Status.
- o All applications can be found on the City of New Orleans' website, [www.nola.gov](http://www.nola.gov), at the OneStop Shop webpage.
- o Any questions may be forwarded to the OneStop Shop at (504)658-7100.