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Dear \_\_\_\_\_  
Name

### City of Los Angeles Tax Checklist & Engagement Letter

As a business working inside the City of Los Angeles you are required to register and renew your license to do business within the City of Los Angeles. The City of Los Angeles classifies you as working in the city of Los Angeles if you engage in ANY business within the city. This includes an individual receiving one 1099 for work in the city or if you live in the city and receive a 1099. For E&M To file your City of Los Angeles Business Tax Renewal you will first need to register with the city.

To register you must apply here: City of LA Registration

Once registered, please provide the following information:

- Name of Business (if Self-Employed (1099'd) use your name):
- City of LA Account # (If you do not have one, please list EIN or SSN):
- Current Address:
- Mailing Address:
- Occupation/Business Activity:
- Gross Income (Total Deposits NO DEDUCTIONS):
- ONLY IF YOU MADE \$100,000 OR MORE: Please provide separately:
  - Gross income that was made within the City of Los Angeles
  - Gross income that was made outside the City of Los Angeles

Common Questions:

Question: If I make under \$100,000 or \$300,000 as a creative artist, do I need to file?

Answer: There are exemptions for taxpayers, however, to receive these exemptions you must register and renew on time.

Question: What type of income do I include?

Answer: You will include income that you made from providing a service other than as an employee. This is income paid to your corporation, partnership or LLC OR income paid to you personally for providing a service.

**Do not** include income from W2's, 1099R (retirement income), Unemployment, Investment Income (interest income, dividend income, sale of stock), disability or social security income.

***The fee for filing your renewal is \$265. I have read the above and would like E&M Tax Services, Inc. to file my City of Los Angeles Business Tax Renewal. By signing, you agree the information you have provided is true and correct and acknowledge that it will be reported to the city of Los Angeles.***

Yours truly,  
E&M Tax Services, Inc.

Acknowledged by:

Member  
Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_