

St. John the Baptist Parish Tax Office

Operated by:
ACI St. John, LLC
an Assured Compliance, Inc. company

Office:
1704 Chantilly Drive, Suite 101
LaPlace, LA 70068
Mailing:
P.O. Box 2066
LaPlace, LA 70069-2066
Contact:
PH: 985.359.6600
FX: 985.359.6602
Email: info@acistjohn.com
Web: www.acistjohn.com

January 1, 2018

Notice to Public

The St. John the Baptist Parish Sheriff, as ex officio collector of occupational license taxes for the Parish of St. John the Baptist, has contracted with ACI St. John, LLC (an Assured Compliance, Inc. company) for the administration, operations, examination and information technology services involved in the collection of all of the occupational license, chain store, and insurance premium taxes levied in the Parish.

Enclosed, please find a renewal application for the license your business currently possesses for the year 2018. Please complete the application in its entirety, including the gross sales section. Incomplete applications will not be processed.

Applications, and all requisite taxes and fees, are due on January 1 of the license year, and are considered delinquent if not submitted prior to March 1.

Businesses opened in 2017: If your business opened in 2017 as a new business, the gross sales basis must be determined by dividing the amount of your gross sales by the number of days in 2017 that you were in business, then multiplying that amount by 365, as a projection of a full year of your enterprise.

Businesses that sell Alcohol: Each applicant for a renewal of a license to sell alcohol is required to submit a completed and notarized Retail Alcohol Beverage Permit and a completed and notarized Schedule "A" for each manager, owner, partner, officer, director or stock holder owning more than 5% of the capital stock. If a schedule is being submitted on an individual for the first time on this renewal, attach a copy of the new applicant's driver's license. NOTE: These forms may be forwarded to you separately.

Daycare Facilities: A listing of all persons employed within a daycare facility, along with their home address, date of birth, social security number, and driver's license, is required to be submitted with the application for renewal each year.

Please review any information on the application that is pre-filled for accuracy, and provided any information that is missing. This office is available Monday through Friday, 8:00 AM to 4:00 PM to assist you.

Sincerely,

St. John the Baptist Parish Tax Office