

Office of Finance  
P.O. Box 53233  
Los Angeles CA 90053-0233

CITY OF LOS ANGELES  
CALIFORNIA

Claire Bartels  
Director of Finance  
City Treasurer



ERIC GARCETTI  
MAYOR

Do NOT mail your payment to this address.  
Mail your payment to the address provided  
below.

A "case" refers to a particular combination of  
tax period(s), fund/class(es), and amount(s)  
owed for principal, interest, fees, and/or  
penalty for a particular account.

GENERIC BUSINESS, INC  
  
ACCOUNTING DEPARTMENT  
POST OFFICE BOX 999  
LOS ANGELES, CA 90000

This is the bill type. If you must  
discuss your bill with Office of Finance  
personnel, notify them of the bill type  
you have received, together with the  
account number and tax period(s).

Account Number: 0000123456-0001-0  
Case Number: UNP-999999  
123 MAIN STREET  
LOS ANGELES, CA 90001

07/01/2016

Mailing Address

Business Location

Notice of Tax/Assessment Due

The following amounts are due and payable immediately: \$ 11,591.54

Account Number	Tax Period	Fund/Class	Basis for Tax	Detail Line #
0000123456-0001-0	201600A	LGR2 - Retail Sales	7,351,706	1.
0000123456-0001-0	201600A	L049 - Professional Services	1,914	2.

Information for a line number  
in the top section continues for  
that same line number below.

Detail Line #	Principal	Interest	Fees	Penalty	Amount Paid	Balance
1.	\$10,880.82	\$54.40	\$0.00	\$544.04	\$0.00	\$11,479.26
2.	106.43	0.53	0.00	5.32	0.00	112.28

Remit the total amount to the address shown on the bill stub below.

Total Balance Due \$11,591.54

**INTEREST:** Additional charges will be required after 07/31/2016. Interest on the principal amount due accrues at the rate of 0.3 % on the first day of each month after the account becomes delinquent.

**PENALTY:** The penalty payable on the delinquent taxes will be applied at 5% of the principal amount due on the first day of the 1st month, 10% on the first day of the 2nd month, 20% on the first day of the 3rd month, and 40% on the first day of the 4th month. Maximum penalty is 40% after four months of delinquency. If a timely payment is made and a first billing notice was not resolved, an alternative penalty method (L.A.M.C. Section 21.05 (b) 3 – Deficiency Determination) may be applied to the principal balance due.

Please make payment to the OFFICE OF FINANCE, CITY OF LOS ANGELES, and enclose the bottom portion of the second page.

If you have any questions regarding this statement, please call 844-663-4411. For general business tax information visit our web site at [finance.lacity.org](http://finance.lacity.org).

Sincerely,  
Office of Finance

**OFFICE OF FINANCE LOCATIONS**

City Hall (Use Main St. Entrance)	200 N. Spring Street	Rm. 101	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM
Van Nuys Civic Center Braude Constituent Services Center	6262 Van Nuys Blvd.	Rm. 110	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM
West Los Angeles	1828 Sawtelle Blvd.	Rm. 102	PHONE (844) 663-4411	Open Mon. through Fri.	8 AM to 5 PM

Please note that on September 25, 2004, Ordinance #176160 became effective requiring all tax payments of \$50,000 or more to be made by electronic funds transfers. You must pre-register in order to make payment by means of electronic funds transfers. Please call (213) 368-7698 for further information.

Return the bottom portion of this page with your payment and retain the remainder of the notice for your records.

Payment by:  Check  Money Order **\*\*No Split Payments\*\***

For your security, credit card payments are not accepted via mail. To pay via credit card please use our online services or visit one of our public counters. Please note that all Credit or Debit Card payments will be assessed a fee equal to 2.7% of the payment amount. Payments of \$50,000 or more require ACH.

**MAKE PAYMENT PAYABLE TO:** Office of Finance, City of Los Angeles

**\*\*Your check or money order must be drawn on United States banks only. Please write your account number on your check.**

Legal Name: GENERIC BUSINESS  
 Account Number: 0000123456-0001-0  
 Date Billed: 03/04/2017

Remit payment to the address shown here. IMPORTANT: The address varies according to bill type.

Office of Finance  
 File 55806  
 Los Angeles CA 90074-5806

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Amount Due: 11,591.54 Amount Paid: \_\_\_\_\_

**For Office Use Only**

<b>NTD</b>	Processed By:	Processed Date:	Bill Stub Number:	<b>1111111</b>
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↑  
 This code matches the bill type.

↑  
 The Bill Stub Number is used to apply your payment to your account. ALWAYS submit the stub with your payment.