



TO: ALL VENDORS

REGARDING: SELLERS PERMIT AND BUSINESS TAX LICENSE

Be advised that the State Board of Equalization requires all vendors have a SELLERS PERMIT. In addition, the cities in which you conduct sales require you have a BUSINESS TAX LICENSE.

You can get the SELLERS PERMIT form from the State Board of Equalization either in person or by fax, mail or through the internet. To get an application on-line, go to the website at www.boe.ca.gov. To request applications by fax or mail, the phone number for the office is 1(800) 400-7115.

You can obtain the BUSINESS TAX LICENSE from the city of Los Angeles. You can hand deliver the application to the offices listed below or mail the completed form.

For Los Angeles:
CITY CLERK'S OFFICE
TAX AND PERMIT DIVISION
111 NORTH HOPE STREET, L68
LOS ANGELES, CA 90012
(213) 368-7000

The Los Angeles City Clerk also has branch offices as follows:

Van Nuys Civic Center
14401 Erwin Street Mall
(818) 756-8531

West Los Angeles City Hall
1828 Sawtelle, Blvd., Rm 102
(310) 575-8888

San Pedro Office
350 West 5th St., Suite 208
(310) 548-7646

Hollywood Senior Citizens Center
6501 Fountain Ave.
(213) 485-3935

Westchester Municipal Building
7166 W. Manchester Ave., Rm 9
(310) 670-3080

Contact Market Manager for Addresses at (818) 859-2001