

Monthly installments are available to taxpayers who are unable to pay the full balance owed by the due date. If we approve your request, we will send you a notice detailing the terms of your agreement.

How to request an installment agreement

There are three ways to request an installment agreement as listed below. Do not submit this form when filing a return.

1. Submit an electronic application at latap.revenue.louisiana.gov.
2. Email completed pages 2 and 3 to Business.Tax@LA.GOV
3. Mail completed pages 2 and 3 to:

Louisiana Department of Revenue
 P.O. Box 4969
 Baton Rouge, LA 70821-4969

Additional documentation

After a review of your request, you may be contacted by Business Tax Enforcement Division to provide additional supporting documentation. Any missing or incomplete information will cause the request to be denied. All information will be verified.

Down payment for an installment agreement

A down payment of 20 percent of the total amount due is required for approval of an installment agreement. Payments can be made electronically at latap.revenue.louisiana.gov or mailed in with the application.

Fee for installment agreement

There is a fee for an installment agreement of \$105. The \$105 fee must be submitted along with your down payment and can be made using the same payment options as listed above.

Note: Do not file this form if you are currently making payments on an installment agreement.

When to make payments

When the installment agreement request has been approved, you will be notified. However, you should make monthly payments even if you have not received a response from the Department.

During the existence of this agreement, you must file all state tax returns and pay all state taxes timely.

How to make payments

The use of automatic bank debit for payment of the agreement is required. With the bank debit, payments will be withdrawn from your checking or savings account on the date you specify. Failure to have sufficient funds in your account at the time of debit will result in an NSF fee being added to the balance due and result in your agreement being cancelled. The application for automatic bank debit is on page 3 of this form.

Will I continue receiving bills?

The normal billing process will continue. A part of that process is the issuance of a "Notice of Intent". Failure to make the scheduled monthly payment will result in seizure of bank accounts and/or garnishment of your wages.

An approved installment agreement WILL NOT PREVENT the garnishment of any refund due from the Internal Revenue Service or LDR. To protect the State's interest, a Tax Assessment and Lien may be filed.

What if I miss a payment?

If any installment payment is not paid on or before the date fixed for its payment, you will be considered in default of your agreement and the total outstanding balance is immediately due. At this point, all collection actions will be reactivated. You may contact the department to request reinstatement of your installment agreement at which time a reinstatement fee of \$60 is due along with any missed payments.

What if I do not stay current with my taxes and returns?

If you do not stay current in your obligations to the state, you will be considered in default of your agreement and the total outstanding balance is immediately due. At this point, all collection actions will be reactivated. You may contact the department to request reinstatement of your installment agreement at which time a reinstatement fee of \$60 is due along with the entire balance due that is included in this agreement.

Contact Information

If you have questions about an installment request, contact the Business Tax Enforcement Division at Business.Tax@LA.GOV. If your request is approved, your monthly payment amount may be adjusted to allow for any additional tax, interest, penalties, and fees.

LOUISIANA
DEPARTMENT of REVENUE

**Installment Request
for Business Taxes**

Mail to:

Louisiana Department of Revenue
Business Tax Enforcement Division
P.O. Box 4969
Baton Rouge, LA 70821-4969
Phone: (855) 307-3893
Email: Business.Tax@LA.GOV

PLEASE PRINT OR TYPE

Business Name		
LDR Revenue Account Number	FEIN (If Applicable)	
Business Mailing Address:		
City	State	ZIP
Applicant(s) Legal Structure <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Corporate Officer(s) <input type="checkbox"/> LLC		
Contact Name	Office Phone	
Name of Bank		
Bank Account Number	Bank Routing Number	
Description of Tax Type to be included in the Installment Request (Mark and complete all that apply.)		
Tax Type	Period(s)	Amount Due
<input type="checkbox"/> Employer Withholding Tax LA Account Number _____		
<input type="checkbox"/> Sales & Use Tax LA Account Number _____		
<input type="checkbox"/> Corporate Income Tax LA Account Number _____		
<input type="checkbox"/> Corporate Franchise Tax LA Account Number _____		
<input type="checkbox"/> Other (Specify.) _____ LA Account Number _____		
<input type="checkbox"/> Other (Specify.) _____ LA Account Number _____		
<input type="checkbox"/> Other (Specify.) _____ LA Account Number _____		
Date you wish to make monthly payment:	TOTAL AMOUNT DUE	
<p>Indicate below the amount in which you are able to pay either weekly, biweekly, or monthly. Please understand if your request is approved, your monthly payment amount may be adjusted to allow for any additional tax, interest, penalties, and fees.</p>		
Requested payment amount \$ _____ Payment Frequency (select one): <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly		
Under the penalties of perjury, I declare that I have examined the Request for Payment Arrangement form, including all accompanying documents, and hereby affirm that to the best of my knowledge and belief, it is true, correct, and complete.		
Officer/Owner Signature	Date (mm/dd/yyyy)	

LOUISIANA
 DEPARTMENT of REVENUE

**Installment Request for Business Taxes
 Bank Debit Application**

Request can be emailed to: Business.Tax@LA.GOV

or

Request can be mailed to: Louisiana Department of Revenue
 Business Tax Enforcement Division
 Post Office Box 4969
 Baton Rouge, La 70821-4969

PLEASE PRINT OR TYPE

Business Name		
LDR Revenue Account Number	Daytime Telephone Number	
Name of your Financial Institution		
Bank Routing Number		
Bank Account Number		
Bank Account Name	Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Start Date (mm/dd/yyyy)	Debit Date (mm/dd/yyyy)	Debit Amount

Note: Please attach a voided check.

Signature and Verification

Under penalties of perjury, I (we) declare that the information is to the best of my (our) knowledge and belief is true, correct, and complete. I agree to participate in this Automatic Bank Draft Program.

I also authorize the financial institutions involved in processing the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

I also authorize LDR to adjust my monthly debit amount to compensate for additional interest, penalties, and fees.

Officer/Owner Signature	Date (mm/dd/yyyy)
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