



## Installment Request for Business Taxes

Monthly installments are available to taxpayers who are unable to pay the full balance owed by the due date. **INSTALLMENT AGREEMENTS MUST BE A MINIMUM OF SIX (6) MONTHS.** During the installment agreement period, you must submit equal monthly payments of the total balance due.

### How to request an installment agreement:

There are three ways to request an installment agreement as listed below. **DO NOT SUBMIT THIS FORM WITH YOUR BUSINESS TAX RETURN.**

1. Submit an electronic application at [latap.revenue.louisiana.gov](http://latap.revenue.louisiana.gov)
2. Email completed pages 2 and 3 to [Business.Tax@LA.GOV](mailto:Business.Tax@LA.GOV)
3. Mail completed pages 2 and 3 to:  
Louisiana Department of Revenue (LDR)  
P. O. Box 4969  
Baton Rouge, LA 70821-4969

If the request is approved, LDR will send you a notice detailing the terms of your agreement.

### 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 on the application 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](http://latap.revenue.louisiana.gov) or mailed in with the application.

### Fee for an installment agreement:

There is a non-refundable installment agreement fee of \$105. The installment agreement fee cannot be paid in installments nor waived or applied against any tax debt. The \$105 fee must be submitted along with your down payment electronically or by mail. Failure to submit the fee or down payment may result in denial of your request.

### When to make installment payments:

If the installment agreement request is approved by LDR, you will be notified. However, you should make monthly payments even if you have not yet received a response from LDR.

### How to make installment 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 With the bank debit, payments will be withdrawn from your checking or savings account on the date you specify.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 to receive bills?

The normal billing process will continue. 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. Please ensure the taxpayer's LDR account number is written on your check or money order. 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 State Tax Lien may be filed.

### What if I miss an installment payment?

If any installment payment is not paid before the established payment date, you will be 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 LDR to request reinstatement of your installment agreement at which time you will need to pay a mandatory \$60 reinstatement installment fee or a new \$105 installment fee if the agreement has been cancelled for 90 days or longer.

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

If you do not stay current in your tax obligations to the state, you will be 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 LDR to request reinstatement of your installment agreement, at which time you will need to pay a mandatory \$60 reinstatement installment fee or a new \$105 installment fee if the agreement has been cancelled for 90 days or longer.

### Contact information:

If you have questions about an installment request for business taxes, contact the Business Tax Enforcement Division at [Business.Tax@LA.GOV](mailto: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.



**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](mailto:Business.Tax@LA.GOV)

**PLEASE PRINT OR TYPE**

Business Legal Name			
LDR Revenue Account Number		FEIN (If Applicable)	
Business Mailing Address:			Unit Type
City			Unit number
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"/> 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 _____		

	<b>TOTAL AMOUNT DUE</b>
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**Indicate below the amount in which you are able to pay either weekly, biweekly, or monthly.** Please understand if your request is approved, your payment amount may be adjusted to allow for any additional tax, interest, penalties, and fees.

Requested payment amount \$ \_\_\_\_\_ Payment Frequency (select one):  Weekly  Biweekly  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)
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**LOUISIANA**  
DEPARTMENT of REVENUE

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

**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](mailto:Business.Tax@LA.GOV)

**PLEASE PRINT OR TYPE**

Business Legal Name		
Business Trade Name		Daytime Telephone Number
LDR Revenue Account Number		Federal Employer Identification 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 debit amount to compensate for additional interest, penalties, and fees.

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