



**Required Documentation to Form R-6980**

1. Shareholders, members or partners holding more than one-half of the ownership interest in the entity based upon capital account balances on the day the election is made must approve the election. To document shareholder approval, provide LDR either:
  - a. Resolution signed by secretary of the corporation or equivalent officer or manager verifying that more than one-half of the ownership interest in the entity based upon capital account balances approved the election, or
  - b. Other written proof that more than one-half the ownership interest in the entity approved the election.
2. A list of all owners, their addresses and their tax identification numbers as of the last day of the taxable year to which the election is effective;
3. Federal returns for the entity for the preceding three taxable years if applicable, including form K-1s and pass-through or disregarded entity forms such as Schedules C, E, and F;
4. A copy of the federal S corporation election form, if applicable;
5. Formation documents of the entity such as the Articles of Incorporation, Partnership Agreement or Operating Agreement which specifically set forth how profits, losses and other tax items are distributed to the owners;
6. A list of all unused Louisiana net operating losses, tax credit balances and other tax items earned at the entity level prior to the election; and
7. Any audit reports issued by certified public accountants for the preceding three taxable years, if applicable.

**General Information**

An election, once made, is effective for the entire taxable year for which it was made as well as all subsequent taxable years until the election is terminated. Form R-6980 must be submitted:

1. Any time during the preceding taxable year of the year in which the election is first effective,
2. Any time during the taxable year in which the election is first effective, or
3. On or before the 15th day of the fourth month after the close of the taxable year in which the election is first effective.

LDR will begin accepting elections on February 1, 2020 for taxable years beginning on or after January 1, 2019.

**Instructions**

Enter the legal name and mailing address for the entity in the space provided.

- Line 1 - Enter the effective date for the election. This is the first day of the income tax period for which the election is applicable.
- Line 2 - Enter the Federal Employer's Identification Number for the entity.
- Line 3 - Enter the Louisiana Revenue account number for the entity.
- Line 4 - Enter the entity type, for example: Single Member Limited Liability Company, Limited Liability Company with more than one member, Limited Liability Partnership, Publicly Traded Limited, Partnership, Non-Publicly Traded Limited Partnership, General Partnership, etc.
- Line 5 - Enter December if the entity files on a calendar year basis. If the entity files on a fiscal year basis, enter the month the period ends in.
- Line 6 - List the type of federal form filed for the last tax year filed.
- Line 7 - Enter the city and state of the principal place of business. Enter the telephone number on Line 8.
- Line 8 - Enter the primary Louisiana office location. Provide a physical address of the primary location: street address, city, state, and zip code.
- Line 9 - Enter the telephone number.
- Line 10 - Describe the nature of the business operations in Louisiana.
- Line 11 - Enter the North American Industry Classification System code for the entity.
- Line 12 - Enter the date (month, day, year) the Louisiana charter was issued.
- Line 13 - Enter the charter number assigned to this entity by the Louisiana Secretary of State.