

Vendors

Rolling Vendor means any person who changes retail locations from day to day or week to week and who displays samples, models, goods, wares or other merchandise for the purpose of selling such items at retail or securing orders for the retail sale of such items. Rolling vendor shall include, but is not limited to, itinerant vendors, and any retail dealer not having a fixed place of business.

Rolling Vendor applicants must obtain an occupational license, register with the City of Baton Rouge Finance Department/Revenue Division and the Louisiana Department of Revenue and Taxation.

If the request is to vend during a **Special Event**, please contact the event administrator.

The steps below apply to Rolling/Itinerant Vendors only.

STEP 1

You must contact The Secretary of State if you wish to **incorporate** your business.

The Secretary of State
8549 United Plaza Boulevard
Baton Rouge, LA 70809
Ph. (225) 925-4704

STEP 2

If planning to operate as a **sole proprietor**, please start at the **Finance Department/ Revenue Division**

To expedite the process, please visit the office with:

1. A new business application that can be found at <http://lbrgov.com/dept/finance/businessregistration.htm>
2. A valid picture ID
3. Fee payment of \$200 or \$250 which will depend on your designation as a *Rolling Vendor* or an *Itinerant Vendor* by the Finance Department/ Revenue Division.
4. A cash deposit of \$100 is required.

Finance Department/Revenue Division

222 St. Louis Street
Government Building, Room 404
225-389-3084

STEP 3

All new businesses must contact the following agency for state sales tax registration, State I.D. Number, State Income Tax Withholding.

The following information is needed:

1. Picture I.D.
2. Legal name, location, and mailing address of your business.
3. Federal Identification Number (if applicable).
4. Charter Number (if applicable).
5. Louisiana tax account number (if it is an existing business).
6. Name and address of owners, partners, or officers.
7. Social Security Number(s) of owners, partners, or officers.
8. Tax Deposit (if applicable).

Louisiana Department of Revenue and Taxation

617 North Third Street
Baton Rouge, LA 70801
225-219-7318 Sales tax 225-219-0102 Income tax