

TAX COLLECTOR

PARISH OF ST. TAMMANY

P. O. BOX 1189

SLIDELL, LOUISIANA 70459

Sales Tax (985) 726-7777

Fax (985) 726-7767

Occupational License (985) 726-7790

Fax (985) 726-7794

Dear Event Sponsor:

We have been notified that you will sponsor a special event in our parish and we wish to take this opportunity to inform you of our local sales/license tax regulations.

Occupational License

- Sponsors of events must obtain an occupational license in the amount of **\$250.00 prior to the event.**
- Each event vendor must also obtain a license in the amount of **\$10.00.**

If the event is located in the unincorporated areas of St. Tammany and you have not obtained a license for this event, please contact our Occupational License Department. Sponsors of events held within the incorporated limits of the cities of Slidell, Mandeville, Covington, Pearl River, Madisonville, Abita Springs, Folsom, or Sun should contact the appropriate department of that municipality for proper instructions regarding this procedure.

Sales Tax

- All vendors participating in events must collect the appropriate sales taxes on all sales of prepared food, drink, or tangible personal property.
- Admissions fees to gain entrance to events or to rides are likewise subject to sales tax.

The local sales tax rate varies from 4.25% to 5.25% depending upon the event's location. You will also need to contact the State of Louisiana, Department of Revenue, in reference to sales taxes that may apply at the state level.

Tax Forms & Vendor Information

A supply of sales tax forms will be provided which you should hand out to all vendors in this event. **These forms and payments are to be returned by the vendors to our office within 10 days of the event.**

A vendor list is attached which must be completed and returned to our office at least three days prior to the event's inception. If you have alternative report which includes the vendor's name and complete contact information (personal name, address, and telephone number), it may be submitted in lieu of this form. This list may be faxed to our Sales Tax Department at the number above or emailed to salestax@stpsso.com. Communicate any changes made to the vendor list after it's submission to our office (vendor deletions/additions, contact information, etc).

Thanks in advance for your cooperation and assistance in this matter. Please contact us at the numbers above with any questions you may have. We hope your event is a successful one.

St. Tammany Parish Sheriff's Office
Ex-Officio Tax Collector