Department of Finance - Revenue Division
City of Baton Rouge - Parish of East Baton Rouge
Special Events
222 St. Louis Street Rm. #404
Baton Rouge, Louisiana 70802
Office: (225) 389-3084
Fax: (225) 389-5369

October 14, 2026

Special Event Vendor:

The Revenue Division is committed to supporting and assisting new business development, special events, and collection of local sales tax. This letter is to inform you that by the provisions of the local Sales and Use Tax Ordinance if your company sells goods or services, leases or rents tangible property, or purchases tangible personal property for use or consumption, sales tax must be collected and remitted to our office at the specified tax due rate. The sales tax rate is **5.5% tax rate**.

Attached is a special event sales tax form. Please ensure to put your 8-digit Baton Rouge Sales Tax account number on the form, legal name, trade name (if applicable), and physical address on the attached special event sales return before submitting it to our office.

Failure to complete the required forms, comply and remit taxes due will result in estimated billing plus penalties, interest, legal fees and/or court cost.

Thank you in advance for your timely response regarding this matter. Please contact me at 225-389-3084 ext 6583 for any questions regarding this memorandum.

Respectfully,

REVENUE DIVISION