



## St. Tammany Parish Assessor's Office

St. Tammany Parish Justice Center  
701 North Columbia Street • Covington, Louisiana 70433

Louis Fitzmorris  
Assessor

Dear Business Owner,

To close your business, you must close with several parish entities and the Louisiana Secretary of State. This is a brief guide to successfully close the business and be removed from any future tax rolls. **\*\*Be sure to communicate that you want to close the business to avoid future recurring paperwork\*\***

1.) Filing of Final Sales Tax & Occupational License Forms

- Sign the bottom of the Sales Tax Report
- Sign the bottom of the Occupational License Renewal Form
- Bring completed paperwork to:

St Tammany Sheriff's Office  
300 Brownswitch Rd.  
Slidell, LA 70458

Occupational License  
(985) 726-7790  
Email Address: [license@stpso.com](mailto:license@stpso.com)

Sales Tax  
(985) 726- 7777  
Email Address: [salestax@stpso.com](mailto:salestax@stpso.com)

2.) Louisiana Secretary of State

- Log on to your <https://geauxbiz.sos.la.gov/> account to file dissolution paperwork

3.) Close your assessment with the St Tammany Assessor's Office

- Go to <https://stpao.org/forms/> and scroll down to "Downloadable Forms"
- Download the Affidavit of Personal Property Status form
- Complete the form and email the completed form to [personalproperty@stpao.org](mailto:personalproperty@stpao.org)
- This form can also be obtained by visiting the St Tammany Assessor's Office

701 N. Columbia St.  
Covington, LA 70433  
(985) 871-4540

4.) Be sure to shut down any websites, social media, and online presence associated with the business.

**IMPORTANT:** Businesses that close after January 1<sup>st</sup> will be assessed for the full calendar year and will be responsible for the end of year tax bill. Louisiana law does not provide for proration of a tax bill for time not in operation.