



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

Sales Tax
(985) 726- 7777
Email Address: 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
- 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 1st 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.