

CLAIM FOR REFUND OR CREDIT OF TAXES PAID PROCEDURES

The following procedure shall be used by a taxpayer or dealer submitting a Claim for Refund or Credit of Taxes Paid:

1. Obtain, complete and submit a Claim for Refund or Credit of Taxes Paid form (Claim) from the Bossier City-Parish Sales and Use Tax Division webpage online at <https://www.bossiercity.org/171/Tax-Division> . Claims must be signed by the individual owner, or if an LLC, limited partnership, or corporation, by the managing member, managing partner, officer or director. If the Claim is filed by a third-party, then a properly executed notarized power of attorney authorizing the third-party to act on behalf of the taxpayer must accompany the Claim. An unsigned, or improperly signed Claim will be returned to the sender.
2. Prepare and provide an amended return for each period affected and include supporting documentation to include but not limited to copies of invoices, exemption certificates, accrual sheets and/or other related information that will assist and support the Claim. Failure to provide supporting information at the time of the filing of the Claim will result in a denial.
3. Should the request involve amendments to six or more periods, an electronic copy of a schedule prepared in an Excel spreadsheet format reflecting necessary adjustments may be submitted in place of amended returns. The schedule(s) should include the following information by tax period.
 - Gross sales as they appeared on original return
 - Total deductions from original return
 - Amended gross sales
 - Amended deductions
 - Tax paid as reported on original return
 - Adjusted tax due for each period
4. All approved claims will be processed as a credit memo placed on the account. Refund checks will be processed on a limited case-by-case basis.

**A Claim for Refund or Credit of Taxes Paid form will be required for requests submitted electronically. Electronic requests shall include all necessary documents previously listed at the time of submission. Supporting documents for amended returns and/or a Claim for Refund must be received by the Collector within five (5) business days of a request submitted via the online portals Parish E-File and Sales Tax Online.