Business tax accounts are not closed automatically. A business tax account closure request must be submitted to the City.

- 1. Navigate to <u>https://LTSS.oaklandnet.com/</u>.
- 2. Locate the heading Account Profile, under the heading, click the link: Request to Close Business Tax Account.

https://LTSS.oaklandnet.com/		
New Application Submit NEW Business Tax Application 	 Renew Business Tax Account Renew Business Improvement District (BID) 	Pay Pay Outstanding Business Tax Balance Full amount only (no partial payments)
Account Profile Sign In / Create Profile Update Account Information Examples: Business Address, Mailing Address, Phone Number, Email Print Tax Certificate Account profile required Request to Close Business Tax Account	 File Taxes File Utility User Tax (UUT) File Parking Tax (PT) File Transient Occupancy Tax (TOT) File Tourism Business Improvement District (TBID) 	 Forms Apportionment Worksheet Submit with declaration Master Certificate Application Declaration
		Have a questi

3. Enter in the requested information on the log in page.

← → C ⋒ In https://LTSS.oaklandnet.com/Close/Close1/BusinessLicense							
<i>e</i> e e e e e e e e e e e e e e e e e e	CITY OF DAKLAND		NEWS	SERVICES	DEPARTMENTS	EVENTS	OFFICIALS
	Guest Find Accou	Int Closing Information	➔ Receipt			<u> </u>	lome 🔤 Report a Problem
	Closing	Account					
	Code	100946	Enter the	e characters you :	see in the picture below.		
	Account #		Enter the	e business tax acc	ount number.		
	PIN		Enter the on file.	e account PIN. Cli	ck <u>here</u> to have the PIN	emailed to the	primary contact's email
		Find Account					

4. Enter in the requested information for the closure request.

IMPORTANT NOTE: The Date of Closure is the date business concluded in Oakland. Do not enter the current date in this field, unless it is the date that business concluded in Oakland. <u>The date submitted is extremely important for accurately calculating business taxes.</u>



"Date of Closure" is the date business concluded in Oakland.

Date of Closure*	
Email Address*	
Additional Information	
Please indicate reason for closure *	

Signature and Declaration

I declare under penalty of perjury that to my knowledge all information contained in this application is true and correct.

Digital Signature:	
Preparer Name:	
Preparer Phone:	

Please provide your digital signature below.

The digital signature can be any combination of letters, numbers, spaces and/or punctuation marks placed between two forward slash " / " symbols. Digital signature must not have any trailing blank space at the end.

Examples of acceptable signatures include /john doe/ or /jd/ or /555-9123/.

Close Account

5. Submit the request by clicking the Close Account button.

6. Save/Print the next window for your records.

7. An emailed submission confirmation will be sent. The business tax account will be reviewed by the City. Another email will be sent which will either confirm the closure or indicate any actions needed to finalize the closure.

Have a question?

For questions, contact us: Online Chat - LTSS.oaklandnet.com click bottom right chat bubble Phone - (510) 238-3704 Email - BTWebSupport@OaklandCA.gov