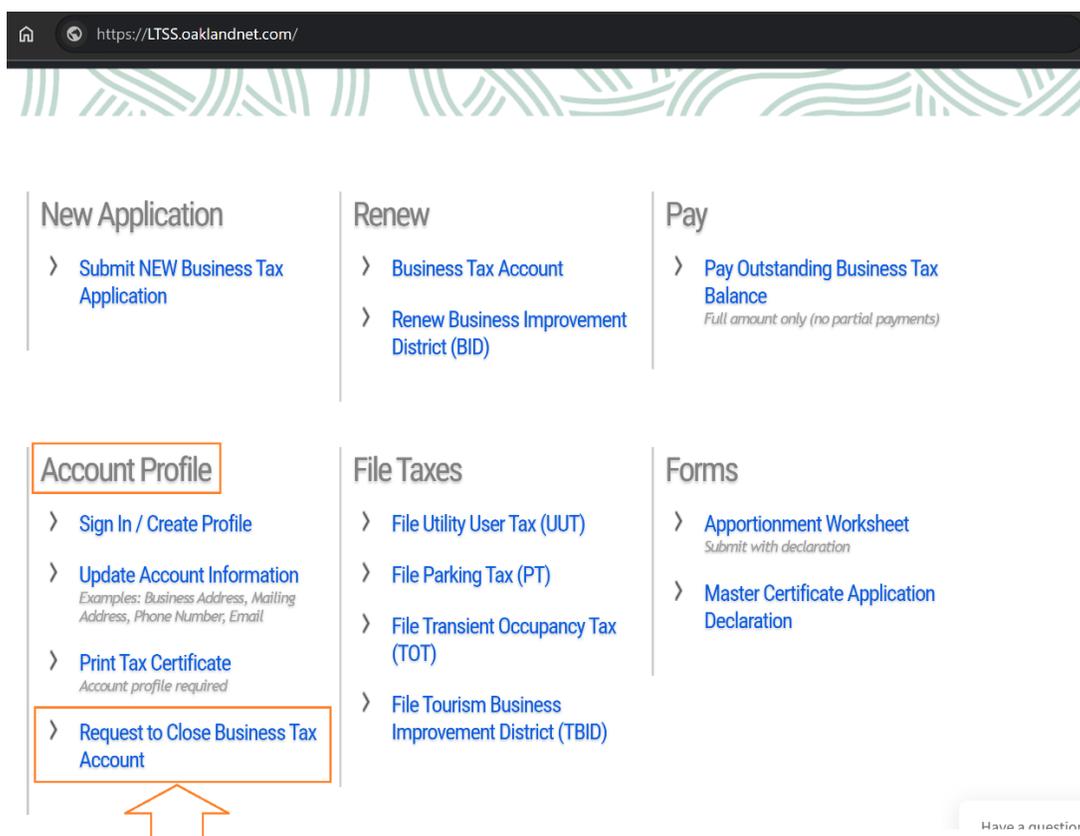


## Instructions for submitting a business tax account closure request to the City of Oakland

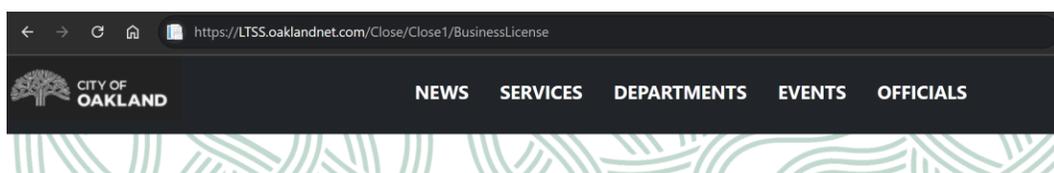
Business tax accounts are not closed automatically. A business tax account closure request must be submitted to the City.

1. Navigate to <https://LTSS.oaklandnet.com/>.

2. Locate the heading Account Profile, under the heading, click the link: Request to Close Business Tax Account.

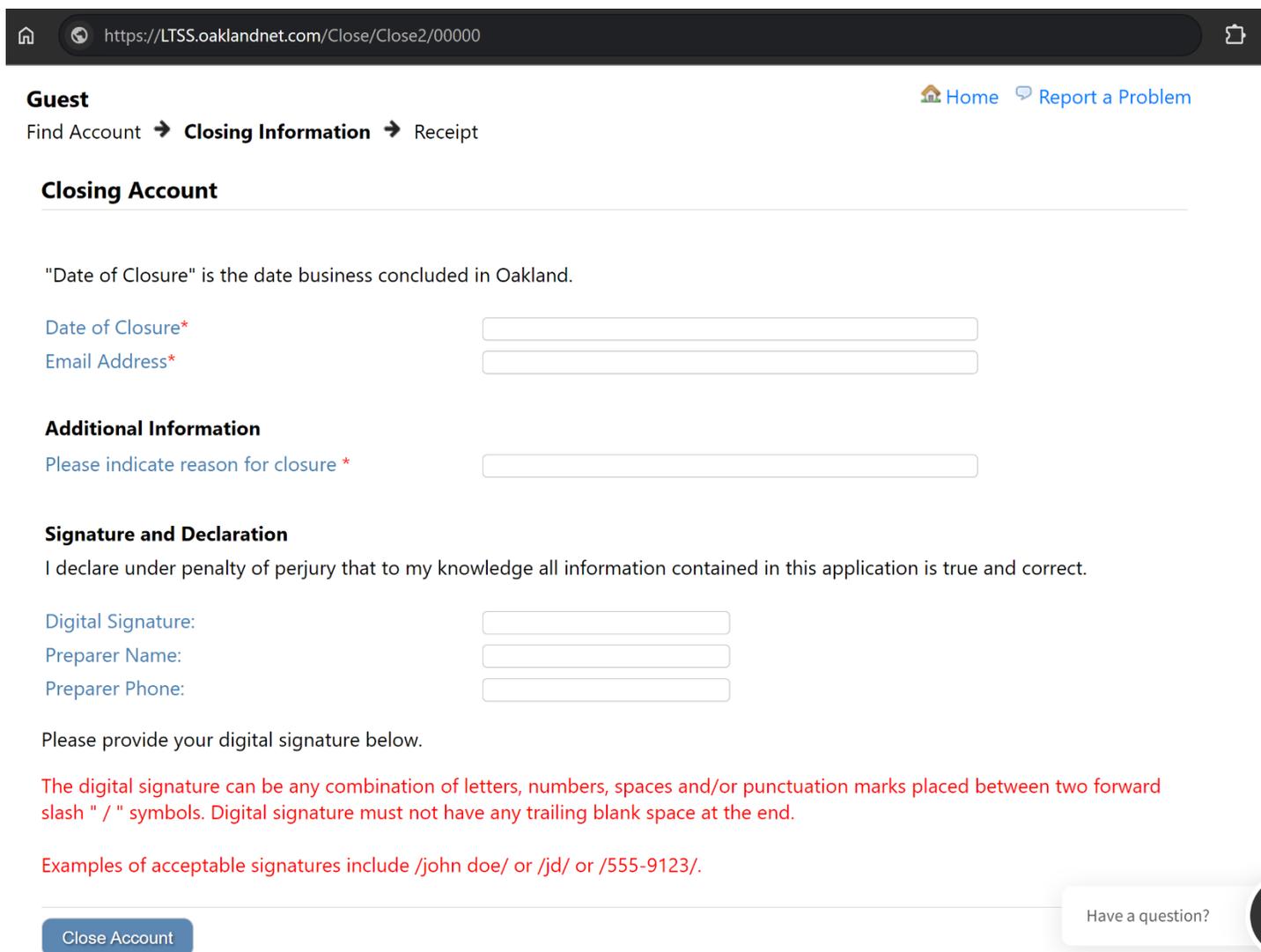


3. Enter in the requested information on the log in page.



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. The date submitted is extremely important for accurately calculating business taxes.



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.

For questions, contact us:

Online Chat - [LTSS.oaklandnet.com](https://LTSS.oaklandnet.com) click bottom right chat bubble

Phone - (510) 238-3704

Email - [BTWebSupport@OaklandCA.gov](mailto:BTWebSupport@OaklandCA.gov)