2025 Combined Louisiana State and Local **Sales Tax Return Instructions**



1 Navigate to https://parishe-file.revenue.louisiana.gov/default_1.aspx * Test site for administrators only - do not use this site to file retu Welcome to Parish E-File, Mariangie Hill **Applications & Renewals** Returns My Account 19 File a New Return + Apply for Account Number Account Information 1mport Returns (L) Account History Account Numbers Payment Accounts Notices Alert Date Added Changes are coming to the Local Parish Taxing Authority Account Number Registration Process! The current application process is being redesigned to provide more efficiency and a more positive experience when applying for account numbers with the Local authorities! A new user interface with a more user-friendly flow from page to page Louisiana Local Parish More detailed explanations along the way, including "tips" that are available when hovering over specific fields **Taxing Authorities** . The ability to apply for not only the Local authority where a business is located, but also any parish that business delivers into, all within the same application 09/11/2025 Tax Account Number Pop-ups at the bottom of the pages if required fields were not completed Expandable fields Registration Application

. The ability to name each physical location of your business entity (create a nickname to easily





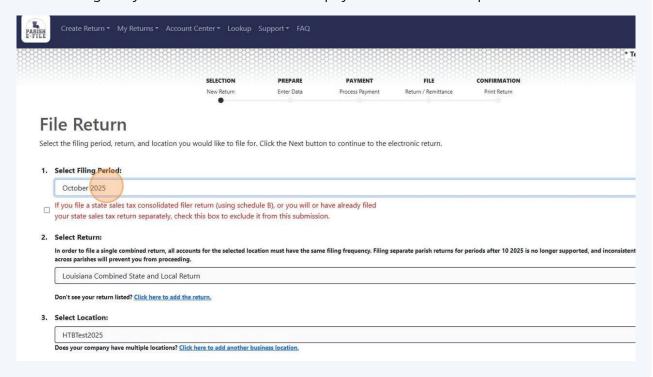
. More detailed explanations along the way, including "tips" that are available when hovering

3 Click "File Return"

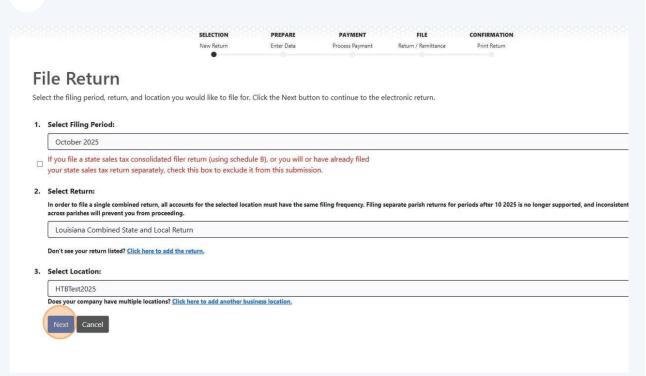
Louisiana Local Parish

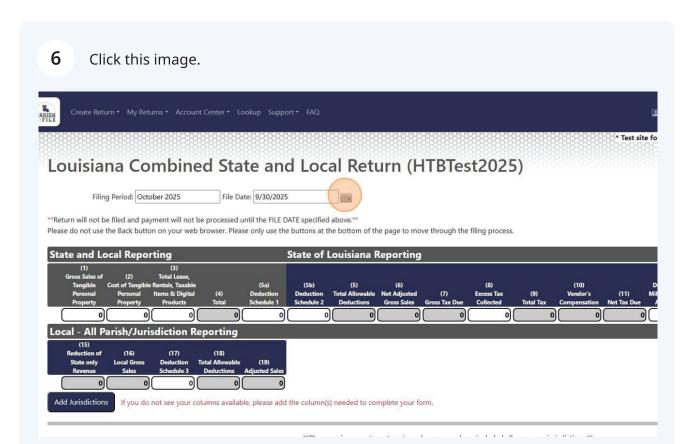


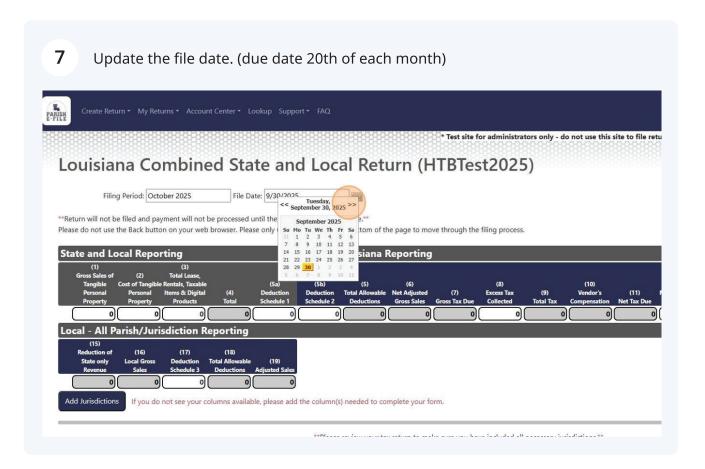
Select the "October 2025" option. **PLEASE NOTE** - You only select the box underneath the filing period if you are a sales tax consolidated filer or have filed your state sales tax return separately. You will still include your LA figures in the filing but you will not have to make a payment for the state portion.



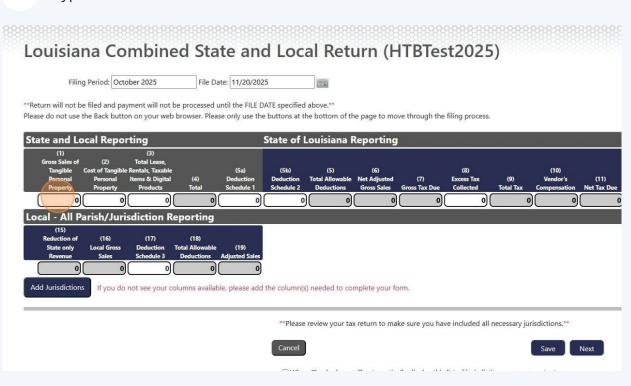
5 Click "Submit"







Type in "Total Gross Sales"

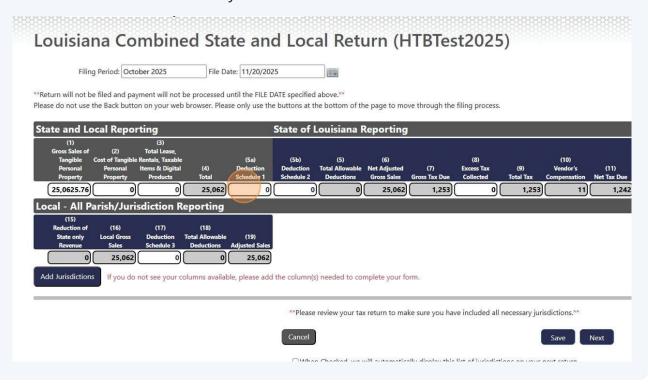


Select the drop down box in (5a) Deduction Schedule 1. Commonly used selections include:

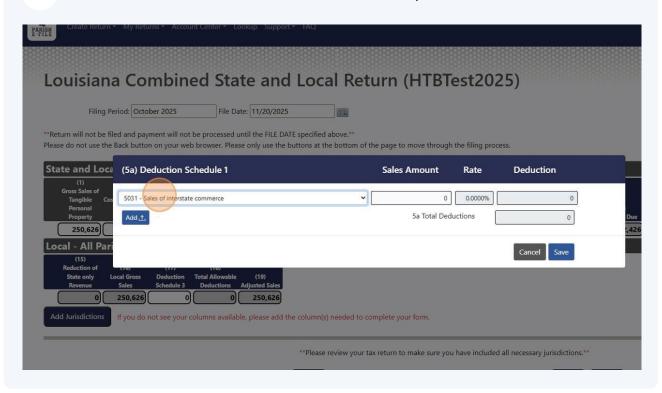
1025 - Sales to Gov't Agencies, 1030 - Sales for Resale, 1117 - Services not subject to sales tax, and 5031 - Sales of interstate commerce

(17) Deduction Schedule 3 includes:

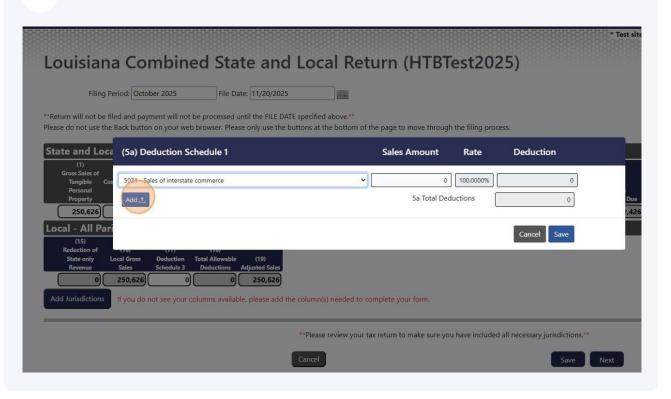
7011 - Sales to Direct Pay & For Hire Holders



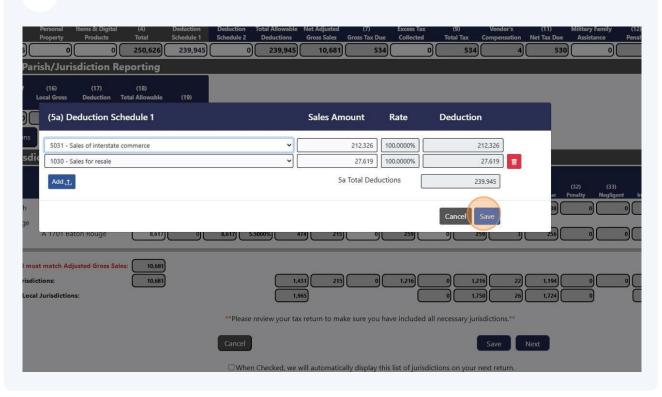
Select the "5031 - Sales of interstate commerce" option.



Add additional deductions as needed.

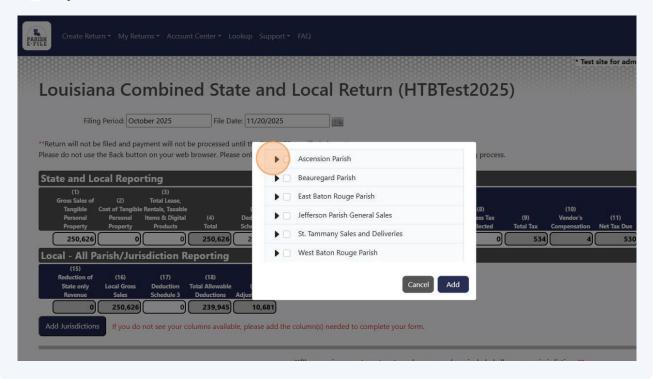


12 Click "Save"

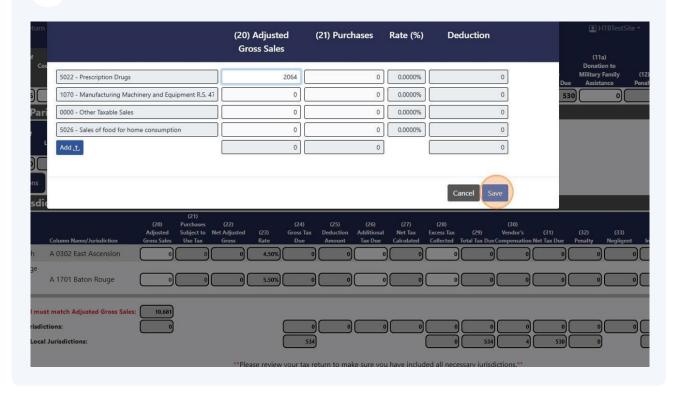


13 Click "Add Jurisdictions" Louisiana Combined State and Local Return (HTBTest2025) File Date: 11/20/2025 Filing Period: October 2025 **Return will not be filed and payment will not be processed until the FILE DATE specified above.** Please do not use the Back button on your web browser. Please only use the buttons at the bottom of the page to move through the filing process. State of Louisiana Reporting State and Local Reporting 10,681 250,626 239,945 Local - All Parish/Jurisdiction Reporting 250,626 239,945 10,681 If you do not see your columns available, please add the column(s) needed to complete your form. **Please review your tax return to make sure you have included all necessary jurisdictions.** ☐ When Checked, we will automatically display this list of jurisdictions on your next return.

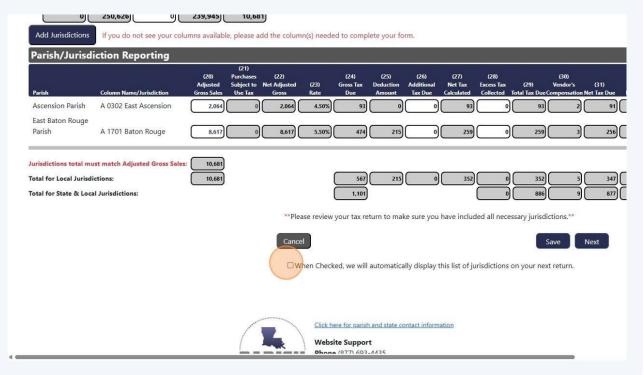
Click the box next to the parish for all jurisdictions or the arrow to choose which jurisdictions to add.



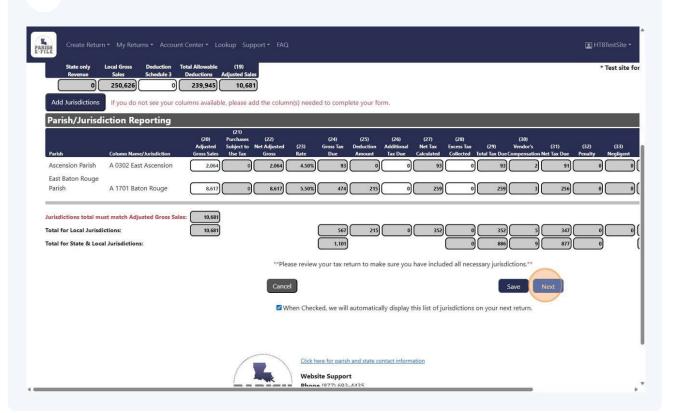
15 Click this text field. Local - All Parish/Jurisdiction Reporting 250,626 0 239,945 10,681 Add Jurisdictions If you do not see your columns available, please add the column(s) needed to complete your form. Parish/Jurisdiction Reporting Ascension Parish A 0302 East Ascension East Baton Rouge A 1701 Baton Rouge 5.50% Jurisdictions total must match Adjusted Gross Sales: Total for Local Jurisdictions: Total for State & Local Jurisdictions: **Please review your tax return to make sure you have included all necessary jurisdictions.** **16** Add in Taxable Sales. Click "Save"



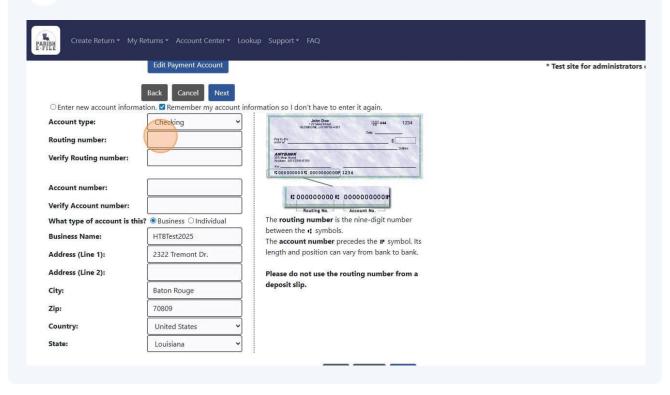
17 Click the "When Checked, we will automatically display this list of jurisdictions on your next return." field.



18 Click "Submit"



19 Please note this step only applies if you do not have banking info saved.



20 Click "File Return"

