To Setup a Return/Account in Parish E-File

Click "My Returns"

Click "Return Setup"

From the Return Drop Down, Select the Parish or State account/return to be added, the business location it should be added to, and the account number. Then click "Add Return".

You should receive a message that the return has been added to the Return Information Table.

Parish E-File Create Return ▾ My Returns ▾ Account Center ▾ Lookup Support ▾ FAQ

* Test site for administrators only - do not use this site to file returns. *

Are you finished setting up your Returns?   Yes   No

Return Setup

More information about setting up your returns can be found in the Help Box and in the FAQ.

Set up a new return

Your return has been added to the table below. To file this return click HERE or click Create Return on the menu bar.

Return:	LA Dept of Revenue Sales and Use Tax ▾	
Select Location:	[Please Select Location] ▾	See table below for already setup returns. Physical Business Location not listed? Click here to add another business location.
Tax Authority Account Number:		Click here if you do not have an Authority Account Number and need to apply for one.
Filing Status:	Monthly ▾	
	Add Return	

Return Information Table

The returns below have already been set up. Click 'Edit' to update Filing Status or Tax Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status	License Type	Account Status	Date Closed	Final Return Status		
Acadia Parish			Quarterly		Open			Edit	Delete
Acadia Parish			Monthly		Open			Edit	Delete
Acadia Parish			Monthly		Open			Edit	Delete
Allen Parish			Monthly		Open			Edit	Delete
Allen Parish		Applied For	Monthly		Open			Edit	Delete
Ascension Parish		Applied For	Monthly		Open			Edit	Delete
Ascension Parish Annex			Monthly		Open			Edit	Delete
Ascension Parish Hotel Return			Monthly		Open			Edit	Delete

To change the filing frequency of an account.

From the "Return Information Table" (same page as above) find the account that needs to be changed and click edit.

Change the filing frequency (filing status) and click "update". **Note: This is also where the account number can be updated from "Applied For" to the number issued by the taxing authority and where a close date can be added or edited.**

Return Information Table

Click 'Update' to save changes or 'Cancel' to undo any changes.

Return	Location	Account No.	Filing Status	License Type	Account Status	Date Closed	Final Return Status			
Acadia Parish			Quarterly ▼		Closed? ☐			Update	Cancel	Delete
Acadia Parish			Monthly		Open				Edit	Delete
Acadia Parish			Monthly		Open				Edit	Delete
Allen Parish			Monthly		Open				Edit	Delete
Allen Parish		Applied For	Monthly		Open				Edit	Delete
Ascension Parish		Applied For	Monthly		Open				Edit	Delete

Return Information Table

Click 'Update' to save changes or 'Cancel' to undo any changes.

Return	Location	Account No.	Filing Status	License Type	Account Status	Date Closed	Final Return Status		
Acadia Parish			Monthly ▼		Closed? ☐			Update C	
Acadia Parish			Monthly		Open			Edit	Delete
Acadia Parish			Monthly		Open			Edit	Delete
Allen Parish			Monthly		Open			Edit	Delete

The filing frequency should be updated.

Return Information Table

The returns below have already been set up. Click 'Edit' to update Filing Status or Tax Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status	License Type	Account Status	Date Closed	Final Return Status		
Acadia Parish			Monthly		Open			Edit	Delete
Acadia Parish			Monthly		Open			Edit	Delete
Acadia Parish			Monthly		Open			Edit	Delete
Allen Parish			Monthly		Open			Edit	Delete