



Importing Returns

A. Louisiana Import File Structure

Importing your return is an alternative to manually selecting returns and entering data. Use the instructions below to create a comma-separated (*.csv or *.txt) import file using the program of your choice (e.g., Excel, Notepad, etc.). The file can contain multiple tax authorities' returns, business locations, and filing periods.

After the import file has been created, you can upload it to check for errors and then import the return data using the step-by-step instructions below. After importing, you will have the opportunity to review the return before filing it to completion.

The import file has two parts: 1) Header line and 2) Return Data lines. The import file must meet the following specifications.

1) Header Line

The Header line should consist of the following information: Short Name of Authority, File Period, Import ID (Master Location Number)

The example Header line below indicates an Acadia Parish tax return, for the November 2025 filing period, and business location with Import ID 58703.

Example Header line:
ACADIA,11/2025,58703

Short Name of Authority: Enter the short name of the tax authority that administers the return that is being imported. The Short Name for each tax authority is listed in a table on the next page.

File Period: Enter the monthly period in which tax was collected by the seller. Format this field as MM/YYYY.

Import ID: Enter the internal master location number assigned to a business location. This is your Import ID. To find the Import ID for a business location, place your cursor over Account Center on the menu bar and select Manage Locations. In the Location Information section, select the location name. The Import ID is listed on the Location Information bar.

Master Location Number[58703]
[Click to Add New Location](#)

Location Information

Location Name: *

(This name WILL appear on your tax returns.)

Trade Name: *

(Doing Business As)

Phone: *

Fax:

E-Mail: *

Company:

Federal ID:

(Social Security # if sole proprietorship)

NAICS Code:

(North American Industry Classification System)

State Tax ID:

Applied For ☐

Physical Address

☐ Copy from Corporate/Business Info

Address 1: *

Address 2:

City/Town: *

Zip: *

Country:

State:

Mailing Address

☐ Copy from Corporate/Business Info

Address 1: *

Address 2:

City/Town: *

Zip: *

Country:

State:

Short Name List

Return	Short Name
Acadia Parish Sales Tax	ACADIA
Allen Parish Sales Tax	ALLEN
Ascension Parish Sales Tax	ASCENS
Assumption Parish Sales Tax	ASSUMP
Avoyelles Parish Sales Tax	AVOYEL
Beauregard Parish Sales Tax	BEAURE
Bienville Parish Sales Tax	BIENVI
Bossier Parish Sales Tax	BOSSIE
Caddo Parish Sales Tax	CADDO
Calcasieu Parish Sales Tax	CALCAS
Caldwell Parish Sales Tax	CALDWE
Cameron Parish Sales Tax	CAMERO
Catahoula Parish Sales Tax	CATAHO
Claiborne Parish Sales Tax	CLAIBO
Concordia Parish Sales Tax	CONCOR
Desoto Parish Sales Tax	DESOTO
East Baton Rouge Parish Sales Tax	EBR
East Carroll Parish Sales Tax	ECARRO
East Feliciana Parish Sales Tax	EFELIC

Evangeline Parish Sales Tax	EVANGE
Franklin Parish Sales Tax	FRANKL
Grant Parish Sales Tax	GRANT
Iberia Parish Sales Tax	IBERIA
Iberville Parish Sales Tax	IBERVI
Jackson Parish Sales Tax	JACKSO
Jefferson Davis Parish Sales Tax	JDAVIS
Jefferson Parish General Sales Tax	JEFFERGS
Lafayette Parish Sales Tax	LAFAYE
Lafourche Parish Sales Tax	LAFOUR
LaSalle Parish Sales Tax	LASALL
Lincoln Parish Sales Tax	LINCOL
Livingston Parish Sales Tax	LIVING
Louisiana Dept. of Revenue Sales and Use Tax	LA
Madison Parish Sales Tax	MADISO
Morehouse Parish Sales Tax	MOREH
Natchitoches Parish Sales Tax	NATCHI
Orleans Parish Sales/Food, Drug/Parking Tax	ORLSAL
Ouachita Parish Sales Tax	OUACHI
Plaquemines Parish Sales Tax	PLAQUE
Pointe Coupee Parish Sales Tax	POINTE
Rapides Parish Sales Tax	RAPIDE
Red River Parish Sales Tax	REDRIV
Richland Parish Sales Tax	RICHLA
Sabine Parish Sales Tax	SABINE
St. Bernard Parish Sales Tax	STBERN
St. Charles Parish Sales Tax	STCHAR
St. Helena Parish Sales Tax	STHELE
St. James Parish Sales Tax	STJAME
St. John the Baptist Parish Sales Tax	STJOHN
St. Landry Parish Sales Tax	STLAND
St. Martin Parish Sales Tax	SMART

St. Mary Parish Sales Tax	STMARY
St. Tammany Parish Sales Tax – In Store	STTAMMIS
St. Tammany Parish Sales Tax – Sales and Deliveries	STTAMM
Tangipahoa Parish Sales Tax	TANGIP
Tensas Parish Sales Tax	TENSAS
Terrebonne Parish Sales Tax	TERREB
Union Parish Sales Tax	UNION
Vermilion Parish Sales Tax	VERMIL
Vernon Parish Sales Tax	VERNON
Washington Parish Sales Tax	WASHIN
Webster Parish Sales Tax	WEBSTE
West Baton Rouge Sales Tax	WBR
West Carroll Parish Sales Tax	WCARRO
West Feliciana Parish Sales Tax	WFELIC
Winn Parish Sales Tax	WINN

2) Return Data Lines

Use the line labels printed on the **Return Import Templates** to determine which line labels to use and where to enter amounts.

To access the return import templates:

1. Place your cursor over **Create Return** on the menu bar and select Import Return.
2. Under **Instructions, Print Return Import Templates**, select the **Returns** and the **File Period**.
3. Select the **Print** button.
4. Use the line labels printed on the **Return Import Template** for the selected return to determine which line labels to use and where to enter amounts in the Return Data portion of your import file.

Import Returns

Select Import Return Values File

Choose File
No file chosen

Create import for combined return

☒ Text File (.txt)
☐ CSV File (.csv)

[Create](#)

Cancel
Upload File

Instructions

- Print Taxpayer Import Instructions**
 - [Click to Print Combined Return Taxpayer Import Instructions](#)
 - [Click to Print Sales Tax Deduction Schedules](#)
 - [Click to Print All other Taxpayer Import Instructions](#)

For periods prior to October 2025 and all return types not included in the combined return.
- 2. Print Return Import Templates**

Returns: [All Returns]

File November 2025

Period:

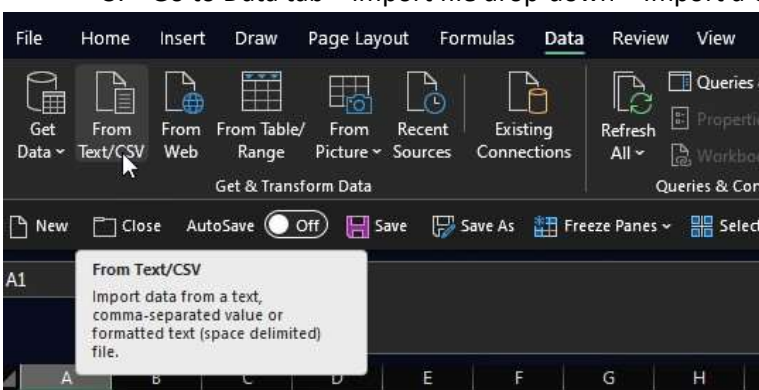
[Print](#)

Example Return Data:

LA,11/2025,398
 GrossSales,2500
 //////////

Additional Guidelines:

- The return separator must follow each return, including the last return in the file. This separator consists of ten forward slashes (//////////).
- When entering dollar amounts, do not include commas. For example, one thousand dollars in gross sales should be entered as “1000”, not as “1,000”.
- If you do not have data for certain fields or lines in the templates, you do not need to list them in the Return Data file. *(Exception Zero returns see below)*
- If you prepare the import file in Microsoft Excel, save as type CSV (MS-DOS) (*.csv)
- If you open a CSV file in Excel, you **must** open the file using these steps.
 - Note: If you do not follow these steps, Excel will modify the file so it will be **incompatible with Parish E-File**.
 - 1. Download the CSV
 - 2. Open Excel
 - 3. Go to Data tab > import file drop-down > Import a CSV



Importing the Combined Return without the state:

If you file, the La Department of Revenue return as a consolidated filer or do not wish to file it on Parish EFile you can include the “ExcludeStateReturn” option with your statewide data so that the LDR return will NOT be submitted with the combined return. The line with the option should **only include this option** and **should not include** commas or other values with it.

Example Statewide Data:

```
LA,11/2025,398
ExcludeStateReturn
GrossSales,2500
////////
```

Importing the Domiciles as Zero Returns:

To import a domicile as a zero return you can include “ImportAsZero_” and the column letter. The line with the option should **only include this option** and **should not include** commas or other values on the line.

Example Parish Data:

```
ACADIA,11/2025,398
ImportAsZero_A
ImportAsZero_D
ImportAsZero_G
////////
```

Importing Debit/Credit:

To import a domicile’s Debit/Credit you can include “DebitCredit_” followed by the column letter, and ending with “,Debit” or “,Credit”. The following line should be “DebitCredit_” with the column letter followed by a “,” and the amount. Additional required data includes the IssueDate and MemoId.

Example Debit Data:

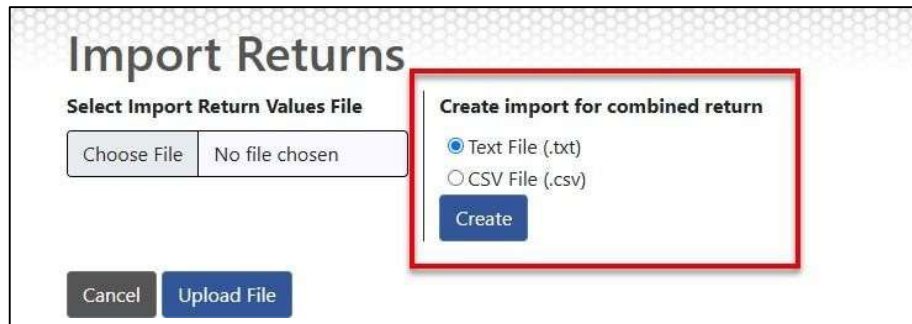
```
ACADIA,11/2025,398
DebitCredit_D,Debit
DebitCredit_D_Amount,100
DebitCredit_D_IssueDate,09/21/2025
DebitCredit_D_MemoId,123456
////////
```

Example Credit Data:

```
ACADIA,11/2025,398
DebitCredit_D,Credit
DebitCredit_D_Amount,-100
DebitCredit_D_IssueDate,09/21/2025
DebitCredit_D_MemoId,123456
////////
```

New Feature: Automatically Create Import Example File

- From the Import Returns page, select Text or CSV.
- Click the Create button.



Example Import File:

```
ACADIA,11/2025,58703
Exemption_A_0000_AdjustedGross,2000
Exemption_A_1034_AdjustedGross,1000
Exemption_A_0000_PurchasesSubjectToUse,500
Exemption_A_1034_PurchasesSubjectToUse,200
ExcessTaxCollected_A,50
DebitCredit_A,Debit
DebitCredit_A_Amount,100
DebitCredit_A_IssueDate,09/10/2025
DebitCredit_A_Memold,123456
////////
```

Looking for the deduction schedules?

They are found on the Import Returns screen.

B. Importing Return Files on ParishE-File

1. Select **Import Returns** on the menu bar.
2. To find the import file, select the **Choose File** button.



3. Select the file from your computer and select the **Open** button.
4. The file name appears in the field. Select the **Upload File** button.
5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file.
 - If errors are detected, continue to the section below labeled **Errors**.
 - If no errors are detected, continue to the section below labeled **No Errors**.

Errors:

If there are any errors in the file, the import status displays **[Show Errors]**. Select **[Show Errors]** to see the line location and description of the error(s).

The screenshot shows a web interface titled "Louisiana Combined State and Local Returns". It features a table with columns: Import, Include State, Return, Location, File Period, and Import Status. The first row shows "Louisiana Combined State and Local Return" with a status of "See details for errors" and a "Hide Details" button. A second, expanded view shows a table with columns: Import, Return, Location, File Period, and Import Status. The first row in this expanded view is "LA Dept of Revenue Sales and Use Tax" with a status of "[Hide Errors]". A red box highlights the error message: "[LA 10/2025,58714]: The Tax Authority cannot verify the account information in Return Setup. The tax authority has returned the following message: Unable to validate Account Setup for this Return with the Taxing Authority. The taxing authority has returned the following message: The account number, return type, or filing frequency is not valid". Below this, another row shows "Acadia Parish" with a status of "OK". At the bottom are "Cancel" and "Import Returns" buttons.

Import	Include State	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana Combined State and Local Return	Location 1	10/2025	See details for errors

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	LA Dept of Revenue Sales and Use Tax	Location 1	10/2025	[Hide Errors]
<input checked="" type="checkbox"/>	Acadia Parish	Location 1	10/2025	OK

6. Select the **Cancel** button to cancel the imported returns. Revisit the original file to reconcile the error. Edit the information and save the file. Upload the new file following steps 2 through 5.

No Errors:

If there are no errors in the file, the import status displays **OK**.

NOTE: The Include State checkbox is automatically checked.

- If you file a state sales tax consolidated filer return (using schedule B), uncheck this box to exclude it from this submission.
 - If you will or have already filed your state sales tax return separately, uncheck this box to exclude it from this submission.
 - The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to the returns that should not be imported.
7. To import the checked returns, select the **Import** button.

Louisiana Combined State and Local Returns

Import	Include State	Return	Location	File Period	Import Status	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana Combined State and Local Return	Location 1	10/2025	OK	Hide Details

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	LA Dept of Revenue Sales and Use Tax	Location 1	10/2025	OK
<input checked="" type="checkbox"/>	Acadia Parish	Location 1	10/2025	OK

Cancel
Import Returns

8. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Select the **Next** button to continue the filing process.

Import Returns

Select Import Return Values File

Choose File
No file chosen

Create import for combined return

☒ Text File (.txt)
☐ CSV File (.csv)

Create

Louisiana Combined State and Local Returns

Import	Include State	Return	Location	File Period	Import Status	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana Combined State and Local Return	Company	10/2025	OK	Hide Details

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Acadia Parish	Company	10/2025	OK

Cancel
Import Returns

NOTE: A successful import does not mean that the return has been filed.

9. The Filing History page appears. Select the Continue button in the row of the return to continue filing.

Filing History

Please select a filing period below to view all of your returns for that period.

Filing Period: Status: Type:

Click on Column Headings to Sort the Table

Last Modified	Date Filed	Name	Location	Amount Due	Pay Type	Amended	Status (?)	Action (?)
09/23/2025 08:08:10 AM	9/23/2025	Louisiana Combined State and Local Return	Location 1	\$408.00	Checking	Original	In Progress	<input type="button" value="Continue"/> <input type="button" value="Delete"/>

10. The return will be displayed on the screen for you to review. Continue to follow the on-screen instructions to proceed through the payment process. Your return has been successfully filed when you receive a Confirmation Number. You may review your filed return by placing your cursor over My Returns on the menu bar and then select Filing History. The status will now appear as Filed.

Filing History

Please select a filing period below to view all of your returns for that period.

Filing Period: Status: Type:

Click on Column Headings to Sort the Table

Last Modified	Date Filed	Name	Location	Amount Due	Pay Type	Amended	Status (?)	Action (?)
09/23/2025 08:08:10 AM	9/23/2025	Louisiana Combined State and Local Return	Location 1	\$408.00	Checking	Original	<input type="button" value="Filed"/>	<input type="button" value="Unfile"/> <input type="button" value="View"/>

Questions about importing returns?

Contact Technical Support

E-Mail: ParishEFile@Neumo.com

Phone: (877) 693-4435

Additional Import File Examples

Example of an import file for one authority, with sales in one jurisdiction

ACADIA,11/2025,58703
Exemption_A_0000_AdjustedGross,2000
Exemption_A_1034_AdjustedGross,1000
Exemption_A_0000_PurchasesSubjectToUse,500
Exemption_A_1034_PurchasesSubjectToUse,200
ExcessTaxCollected_A,50
DebitCredit_A,Debit
DebitCredit_A_Amount,100
DebitCredit_A_IssueDate,09/10/2025
DebitCredit_A_MemoId,123456
////////

Example of an import file for multiple authorities, with sales in one jurisdiction each

LA,11/2025,58703
GrossSales,10000
PersonalPropertyCost,2000
MotorVehicleLeases,100
MotorVehicleRentals,100
PersonalPropertyLeases,100
TaxableServices3d1,100
TaxableServices3d2,100
TaxableServices3d3,100
TaxableServices3d4,100
DigitalProducts3e,100
Deduction_Sch1_1002_Sales,2000
Deduction_Sch1_1004_Sales,500
Deduction_Sch2_1028_Sales,100
Deduction_Sch2_1070_Sales,500
ExcessTaxCollected,80
AdditionTaxDueDonation,100
VendorCompensationDonation,10
Deduction_Sch3_5011_Sales,400
Deduction_Sch3_5014_Sales,200
////////

ACADIA,11/2025,58703
Exemption_A_0000_AdjustedGross,2000
Exemption_A_1034_AdjustedGross,1000
Exemption_A_0000_PurchasesSubjectToUse,500
Exemption_A_1034_PurchasesSubjectToUse,200
ExcessTaxCollected_A,50
DebitCredit_A,Debit
DebitCredit_A_Amount,100
DebitCredit_A_IssueDate,09/10/2025
DebitCredit_A_MemoId,123456
////////

WEBSTE,11/2025,58703
Exemption_E_0000_AdjustedGross,1000
Exemption_E_0000_PurchasesSubjectToUse,200
AdditionalTax_E_A7_TaxableAmount,800
////////