

Parish E-File Hotel/Motel Return Setup Instructions

For taxpayers who are currently required to file a Parish Hotel/Motel Return **and** a Parish General Sales Return, such as Lafourche, East Baton Rouge, etc.. These Hotel/Motel returns will continue to be available for you in Parish E-File.

You should also continue to file your State Hotel/Motel returns, R-1029HME, or the R-1029DSE for those in Orleans or Jefferson Parish. These returns will continue to be available in Parish E-File. Your State of Louisiana Hotel/Motel Sales Tax account will continue to be used to file the State returns, R-1029HME, or R-1029DSE. This number should be ten digits, and typically ends in 001, 002, 003, etc. followed by “470” for the R-1029HME filers and 450 for the R-1029DSE filers.

Your **Parish** general sales tax, which also requires the room rentals to be included, will now be filed using the Louisiana Combined State and Local Sales Tax Return in Parish E-File.

To file a Combined Return;

- **you must have a State of Louisiana and at least one Parish** account set up in the Parish E-File system.

These accounts must have;

- the **same filing frequency** and
- the account numbers **cannot be duplicated** anywhere else in Parish E-File.

Under the “My Returns” tab, you will select “Return Setup”. This is where you prepare, or “set up”, all returns/accounts prior to filing.

For the Combined sales tax return the State account number you should add will be **the first seven digits** of your State of Louisiana Hotel/Motel Account Number followed by “470” for the R-1029HME filers or “450” for the R-1029DSE filers.

In the following example, the LA Statewide (R-1029HME) and the East Baton Rouge Parish Hotel Return have been set up for filing, and the East Baton Rouge Parish general sales is set up for filing on the Combined return.

After you have successfully setup your accounts, you will proceed to “File Return” and **check the box to exclude the state sales tax portion from the combined return filing.**

Louisiana Hotels Filing in Parish E-File

State of LA Statewide(R1029HME) or Stadium and Exhibition District (R1029DSE) Hotel/Motel Return

- filed under 10-digit State of LA Hotel/Motel Account number typically ending in 001, 002, 002, etc.
- includes State of LA Hotel/Motel **and** General Sales Tax

Parish Hotel/Motel Return includes Hotel/Motel Tax

- includes Parish Hotel/Motel Tax only

Combined State and Local Sales Return

- includes Parish General Sales Tax on Hotel/Motel Room Rentals
- must have an LA Dept of Revenue Sales and Use Tax account number added under return set up
 - first seven digits of the State account number followed by “470” or “450”
 - Exclude this return from the Combined Return submission

EXAMPLES

Setting up your accounts/returns

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	Master Location No.	Account No.	Filing Status	License Type	Account Status	Date Closed	Final Return Status
East Baton Rouge Parish	Hotel	131353	08888888	Monthly		Open		Edit Delete
East Baton Rouge Parish Hotel Return	Hotel	131353	088888	Monthly		Open		Edit Delete
LA Dept of Revenue Sales and Use Tax	Hotel	131353	1234567470	Monthly		Open		Edit Delete
LA Statewide Hotel/Motel	Hotel	131353	1234567001	Monthly		Open		Edit Delete

Filing the Combined return to exclude the State transmission

File Return

Select the filing period, return, and location you would like to file for. Click the Next button to continue to the electronic return.

1. Select Filing Period:

January 2026

If you file a state sales tax consolidated filer return (using schedule B), or you will or have already filed your state sales tax return separately, check this box to exclude it from this submission.

2. Select Return:

In order to file a single combined return, all accounts for the selected location must have the same filing frequency. Filing separate parish returns for periods across parishes will prevent you from proceeding.

Louisiana Combined State and Local Return

Don't see your return listed? [Click here to add the return.](#)

Do you have any questions? [Watch a short video about Combined Returns.](#)

3. Select Location:

Hotel

Does your company have multiple locations? [Click here to add another business location.](#)

Next

Cancel