

## **Occupational License Tax (OLT) Collection Program**

The Louisiana Municipal Advisory and Technical Services Bureau, Inc., (LaMATS), is a wholly-owned subsidiary of LMA that was created in 1999 to help municipalities understand and grasp new and emerging advances in information technology and revenue recovery. To strengthen its existing service offering and add new services, LaMATS partnered with government services leader, Revenue Discovery Systems (RDS).

As a result, effective 1/1/09, the IPT program was expanded to include a comprehensive administration service for the annual Occupational License Tax (OLT). The program, requested by LMA members for years, is a natural implement to the current IPT program. The program is proud to include (17) participating Cities and Towns and has processed almost \$2,000,000 in local OLT revenue.

### **Program Features**

- Prepare and mail all initial license renewal notifications
- Receiving and processing all license payments (secure lockbox operation)
- Printing and mailing all licenses
- Year-round database management activities (taxpayer information)
- Distribute funds to the City/Towns via ACH or EFT
- Day-to-day taxpayer support using 800 #'s and email communication
- Delinquency management activities reduce aging A/R through “soft collection” of delinquent accounts including a telephone call, 2<sup>nd</sup> and 3<sup>rd</sup> postcard notification to inform taxpayer
- Comprehensive payment reports available

### **Program Benefits**

- Eliminate administrative burden from existing staff
- No more postage, invoicing, reports, calls and limited payment resolution
- RDS can transfer funds electronically to participating City/Town
- City/Town will be provided with forms in-triplicate to manage walk-up renewals
- Discovery effort to identify potential non-filers

### **How to Get Started**

- Executed agreement
- Prepare database of current OLT tax rolls
- Attend Conference call “Kick-Off” meeting to ensure seamless transition

### **Cost**

- \$8.86 per OLT license notice mailed
- Optional: 23.4% fee for the collection of “known delinquencies” and “taxpayers not on tax rolls”