

OFFICE OF FINANCE
 200 North Spring Street, Room 201, Los Angeles, CA 90012
 Departmental Website: <http://finance.lacity.org/>

**Mail
Stop**

GENERAL INFORMATION

Business Taxes, Police, Fire, and Tobacco Retailer Permits **844 663-4411**
(Toll Free)

750 **EXECUTIVE DIVISION** Room 220
 Director of Finance / City Treasurer, Claire Bartels..... 213 978-1774
 Executive Administrative Assistant III, Candice J. Arnold 213 978-0243
 Assistant Director, Selwyn Hollins 213 978-1531
 Assistant Director, Todd Bouey 213 978-1776
 Chief Investment Officer, Tom Juarez..... 213 978-4039
 Executive Administrative Assistant II, Aixa Garcia 213 978-1775

170 **PERFORMANCE MANAGEMENT & ADMINISTRATION DIVISION** Room 155A
 Revenue Manager, Wai Yee Lau..... 213 978-3129
 Performance Management & Fiscal Operations
 Fiscal Systems Specialist II, Edwin Avanesian 213 978-1758
 Fiscal Systems Specialist I, Seng Seang..... 213 978-3118
 Purchasing & Facilities
 Senior Management Analyst I, TJ Knight..... 213 978-1554
 Management Analyst, Rosette Peralta..... 213 978-1557
 Contracts
 Senior Management Analyst I, Isaias Cantu 213 978-3117
 Management Analyst, Cyndi Del Poso..... 213 978-0940
 Operations Support
 CityFone Administrator, Cyndi Del Poso..... 213 978-0940
 **FAX** 213 978-4072

766 **PERSONNEL SERVICES**
 Personnel Director, Elba Pallais 213 978-1764
 Personnel Analyst II, Andrea San Agustin 213 978-1766
 Personnel Analyst II, Kevin Hirose..... 213 978-1768
 Management Assistant, Vacant 213 978-1763
 Management Assistant, Theresa Forand 213 978-1745
 Tax Renewal Assistant, Cherrish Crowder 213 978-1762
 **FAX** 213 978-1752

170 **CUSTOMER SUPPORT DIVISION**
 Chief Management Analyst, Sandra Ocon..... 213 978-3087
 Pr. Tax Compliance Officer, Elizabeth Salumbides..... 213 978-1755

 Exemptions 213 978-3050
 Vendor Registration Information 844 663-4411
Contact Center..... 844 663-4411
 Tax Compliance Officer III, Kevin Truong 213 978-1520
 Principal Clerk, Santosha Joseph 213 978-1513

170	<u>Branch Office Locations and Hours of Operation</u>	
	City Hall , 200 N. Spring St., Room 101, Los Angeles 90012.....	844 663-4411
	(use Main Street Entrance).....	(Toll Free)
	Tax Compliance Officer III, Brad Kirkland	213 978-3075
	Principal Clerk, Roman Barajas.....	213 978-1539
	Hours: Monday - Friday; 8:00 am - 5:00 pm	
164	Van Nuys , 6262 Van Nuys Blvd., Room 110, Van Nuys 91401	844 663-4411
	(Toll Free)
	Tax Compliance Officer III, Eiko Satake	818 374-6886
	Principal Clerk, Lori Thorsteinson	818 374-6880
	Hours: Monday - Friday; 8:00 am - 5:00 pm	
165	West L. A. , 1828 Sawtelle Blvd., # 102, Los Angeles 90025	844 663-4411
	(Toll Free)
	Tax Compliance Officer III, Jorge Enciso.....	310 575-8204
	Hours: Monday - Friday; 8:00 am - 5:00 pm	

- **Visa and Mastercard are accepted at branch offices.**
- **Refer to our website, www.finance.lacity.org, to file Business Tax Renewals online and for answers to many questions.**
- **Personal Computers are available for public use at public libraries throughout the City to access the Internet.**

750	ACCOUNTING DIVISION	
	Dept. Chief Accountant III, Tiffany Liaw (Acting).....	213 978-1742
	Principal Accountant II, Julieta Barba	213 978-1739
	Senior Accountant II, Peter Hoang	213 978-1740
	Senior Accountant II, Sandra Guirnela.....	213 978-1777
	Cash Reconciliation Unit	213 978-1744
	LATAX Deposits Reconciliation Unit.....	213 978-1544
	Payroll	213 978-1750
	OR
	213 978-1745

750	TREASURY SERVICES DIVISION	
	Treasury – General Information.....	213 978-1700
	Director of Treasury Services, Christine Herrera	213 978-1733
	Financial Manager, Vacant	213 978-1709
	For requests and inquiries, e-mail cashtreasury@lacity.org	
	<u>Banking Operations / Cashiering</u>	
	Management Analyst, Russel Fujii.....	213 978-1706
	Wire Transfer Requests.....	213 978-1703
	Cashiers (Room 201)	213 978-1713
	Management Analyst, Titus DeCoursey.....	213 978-1746
	Accounting Clerk, Elizabeth Lee	213 978-1713
	Accounting Clerk, Kent Case.....	213 978-1703
	Accounting Clerk, Art Kusol.....	213 978-1736

	<u>CEO Support</u>	
	Management Analyst, Russel Fujii.....	213 978-1706
	Management Analyst, Titus DeCoursey.....	213 978-1746
	Accounting Clerk, Art Kusol.....	213 978-1736
	<u>Account Analysis</u>	
	Management Assistant, Rigo Ramirez.....	213 978-1735
	Accounting Clerk, Alisa Shamam.....	213 978-1714
	Accounting Clerk, Art Kusol.....	213 978-1736
	<u>Merchant Services</u>	
	Management Assistant, Rigo Ramirez.....	213 978-1735
	<u>PCI Compliance</u>	
	Fiscal Systems Specialist I, Ka Ling Wong.....	213 978-1728
	Management Assistant, Rigo Ramirez.....	213 978-1735
	<u>Debt Management / Municipal Bond Administration</u>	
	Director of Treasury Services, Christine Herrera.....	213 978-1733
	Street Bonds, Treasury Accountant, Erlinda Buising.....	213 978-1738
	Accounting Clerk, Ruchila Perera.....	213 978-1730
	Municipal Bonds.....	213 978-1735
750	INVESTMENT DIVISION	
	Senior Investment Officer, Philip Marr.....	213 978-1723
	Investment Officers:	
	Investment Officer II, Anita Brar.....	213 978-1720
	Investment Officer II, Albert Chang.....	213 978-1722
	Investment Officer II, Claudia Wang.....	213 978-1721
766	REVENUE MANAGEMENT DIVISION	
	Chief Management Analyst, Saul Romo.....	213 978-1757
	Senior Management Analyst II, Sharon Loudd.....	213 978-1510
283	BILLING AND COLLECTIONS DIVISION	
	Chief Tax Compliance Officer I, Shahid Chaudhry.....	213 978-1781
	<u>Citywide Collection Unit</u>	
	Principal Tax Compliance Officer, Alicia Vega.....	213 978-0312
	Tax Compliance Officer III, Alfred Del Real.....	213 978-1503
	<u>Special Projects Unit</u>	
	Principal Tax Compliance Officer, Cindysue Serrano.....	213 978-1514
	Tax Compliance Officer III, Victor Salaiza.....	213 978-2821
	<u>Billing and Renewal Unit</u>	
	1200 West 7th Street, 7th Floor, Los Angeles, CA 90017	
	Principal Tax Compliance Officer, Cindysue Serrano.....	213 978-1514
	Tax Compliance Officer III, Martin Lantion.....	213 922-9600
	Renewal Processing, James Crimy.....	213 922-9634
	Accounts Receivable, Daniel Redick.....	213 922-9686
	ACH Payments.....	213 922-9690
	Alarm Billings.....	213 744-9725
766	TAX AND PERMIT DIVISION	
	1200 West 7th Street, 7th Floor, Los Angeles, CA 90017	
	Chief Tax Compliance Officer II, Robert Lee.....	213 928-9002
	Senior Clerk Typist, Michele Cheng.....	213 744-9797

178	<u>Audit Section</u>	
	Chief Tax Compliance Officer I, Kathleen Ho.....	213 928-9239
	Tax Audits	213 928-9232
	Audit Billing	213 928-9232
178	<u>Field Enforcement Section</u>	
	Chief Tax Compliance Officer I, Yestera Kachanyan	213 744-9742
	Business Taxes, Fire Permits and Police Permits.....	844 663-4411
	Assessments	213 744-9750
	Taxpayer Advocate, PO Box 53200, Los Angeles, CA 90053-0200	
 FAX	213 928-9390
 E-Mail: finance.advocate@lacity.org	
	Whistleblower Program	213 744-9776
178	SYSTEMS DIVISION	
	1200 West 7th Street, 7th Floor, Los Angeles, CA 90017	
	Director of Systems, Carl Sampson.....	213 928-9092
	Senior Systems Analyst II, Thuy Nguyen.....	213 928-9091
	Senior Systems Analyst II, Mark Choi.....	213 928-9079
 FAX	213 928-9077
	<u>LATAX System HelpDesk..... E-Mail: finance.LATAXHelpDesk@lacity.org</u>	
	<u>Computer System HelpDesk..... E-Mail: finance.HelpDesk@lacity.org</u>	
	<u>Tax Code Analysis / CPRA Requests</u>	
	Tax Compliance Officer III, Craig Sykes	213 928-9082
	Tax Code Review	213 928-9082