

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)

766	EXECUTIVE DIVISION Room 220	
	Director of Finance / City Treasurer, Claire Bartels.....	213 978-1774
	Executive Administrative Assistant III, Candice J. Arnold	213 978-1774
	Assistant Director, Todd Bouey	213 978-1776
	Assistant Director, Carl Sampson.....	213 978-1531
	Chief Investment Officer, Tom Juarez.....	213 978-4039
	Executive Administrative Assistant II, Vacant	213 978-1775
170	PERFORMANCE MANAGEMENT & ADMINISTRATION DIVISION Room 155A	
	Revenue Manager, Wai Yee Lau.....	213 978-3129
	<u>Performance Management & Fiscal Operations</u>	
	Fiscal Systems Specialist II, Edwin Avanesian	213 978-1758
	Fiscal Systems Specialist I, Seng Seang.....	213 978-3118
	<u>Purchasing</u>	
	Senior Management Analyst I, Horacio Arroyo	213 978-1554
	Management Analyst, Rosette Peralta.....	213 978-1557
	Management Analyst, Cyndi Del Poso.....	213 978-0940
	<u>Contracts</u>	
	Senior Management Analyst I, Isaias Cantu	213 978-3117
	Management Analyst, Cyndi Del Poso.....	213 978-0940
	<u>Facilities</u>	
	Senior Management Analyst I, Horacio Arroyo.....	213 978-1554
 FAX	213 978-4072
766	PERSONNEL SERVICES	
	Personnel Director, Elba Pallais	213 978-1764
	Personnel Analyst, Vacant.....	213 978-1766
	Personnel Analyst, Vacant.....	213 978-1768
	Personnel Analyst, Gustavo Cuadra.....	213 978-1763
	Tax Renewal Assistant, Nathanael Forand.....	213 978-1762
 FAX	213 978-1752
170	CUSTOMER SUPPORT DIVISION	
	Chief Management Analyst, Sandra Ocon.....	213 978-3087
	Pr. Tax Compliance Officer, Isaac Nwachukwu	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
	Principal Clerk, Delilah Dooley.....	213 978-3055

Mail Room / Special Desks

Administrative Clerk, Emiliano Hernandez..... 213 978-1569
Administrative Clerk, Leonardo Sciolis..... 213 978-1564

170 **Branch Office Locations and Hours of Operation**

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
Principal Clerk, Akiva McKee..... 310 575-8217
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 213 978-1742
Principal Accountant II, Julieta Barba 213 978-1739
Senior Accountant II, Peter Hoang 213 978-2614
Senior Accountant II, Sandra Guirnela..... 213 978-1777
Cash Reconciliation Unit 213 978-1744
LATAX Deposits Reconciliation Unit..... 213 978-1544
Payroll 213 978-1545

750 **TREASURY SERVICES DIVISION**

Treasury – General Information..... 213 978-1700
Director of Treasury Services, Christine Herrera 213 978-1733
Financial Manager, Randall Weaver..... 213 978-1596

For requests and inquiries, e-mail cashtreasury@lacity.org

Banking Operations / Cashiering

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, Gilda Olivares 213 978-3088
Accounting Clerk, Vacant 213 978-1736

	<u>CEO Support</u>	
	Management Analyst, Russel Fujii.....	213 978-1706
	Management Analyst, Titus DeCoursey.....	213 978-1746
	Accounting Clerk, Vacant	213 978-1736
	<u>Account Analysis</u>	
	Management Assistant, Vacant	213 978-1735
	Accounting Clerk, Alisa Shamam.....	213 978-1714
	Accounting Clerk, Vacant	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 Portfolio Manager, Philip Marr	213 978-1723
	Portfolio Manager I, Claudia Wang	213 978-1721
	Portfolio Manager I, Anita Brar	213 978-1720
	Portfolio Manager I, Albert Chang.....	213 978-1722
766	CITYWIDE REVENUE MANAGEMENT DIVISION	
	Chief Management Analyst, Saul Romo	213 978-1757
	Senior Management Analyst II, Sharon Loudd.....	213 978-1510
283	BILLING AND COLLECTION 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, 1st 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
178	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
	Business Tax Liaison, PO Box 53200, Los Angeles, CA 90053-0200	
 FAX	213 928-9390
 E-Mail: finance.taxliaison@lacity.org	
	Whistleblower Program	213 744-9727
178	SYSTEMS DIVISION	
	1200 West 7th Street, 7th Floor, Los Angeles, CA 90017	
	Director of Systems, Vacant	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</u> E-Mail: finance.LATAXHelpDesk@lacity.org	
	<u>Computer System HelpDesk</u> E-Mail: finance.HelpDesk@lacity.org	
	<u>Tax Code Analysis / CPRA Requests</u>	
	Tax Compliance Officer III, Craig Sykes	213 928-9082
	Tax Code Review	213 928-9082