



COUNTY OF LOS ANGELES ASSESSMENT APPEALS BOARD

Kenneth Hahn Hall of Administration | 500 W Temple Street Room B4 | Los Angeles, California 90012
Phone: (213) 974-1462 | Fax: (213) 626-1741 | Email: TaxAgentRegistration@bos.lacounty.gov

Tax Agent Registration Program

How to Submit Your Campaign Contribution Report

Pursuant to Los Angeles County Code 2.165, registered tax agents must file a semi-annual report of all campaign contributions made to any elected official or candidate for elected office in any jurisdiction within Los Angeles County, other than the Assessor or candidate for Assessor. Semi-annual reports are due every July 31st (for reporting period January 1st through June 30th) and January 30th (for reporting period July 1st through December 31st).

- 1.) Go to the Assessment Appeals Board website at: <https://lacaab.lacounty.gov/>.
- 2.) Click on “Tax Agent Login”, located on the left navigation panel and enter your user name (your registered email address) and password. Click on “Log In”.

The screenshot shows the Tax Agent Login interface. A red box highlights the 'Tax Agent Login' link in the navigation menu, with a callout box stating 'Click on "Tax Agent Login".'. Another red box highlights the 'Log In' form, which includes fields for 'User Name' (containing 'jdoe@email.com') and 'Password' (containing 'Abc123!'), and a 'Log In' button. A callout box for this form says 'Enter your current user name and password, and then click on "Log In".'. A third red box highlights the 'Forgot User Id/ Password?' link, with a callout box stating 'If you need to reset your password, click on the "Forgot User ID/ Password" link and follow the system prompt to create a new password.'.

- 3.) The Tax Agent Online Portal main page will be displayed. Click on “Submit Campaign Contributions” link.

2016 Regular Assessment ON-LINE filing opens on July 2, 2016

The Tax Agent Online Portal is your one-stop resource center that allows you to:

- **Submit an Assessment Appeal Application**
Click on the link above to submit your online application. Your registration must be valid and current in order to submit an application online.
NOTE: Pursuant to State Board of Equalization Property Tax Rule 305 Section (a)(1) and Los Angeles County Assessment Appeals Board Rule Section 4(A)(2)(d), for application(s) filed by an agent (other than a California licensed attorney who has been directly retained and authorized by the person affected to file the application), the applicant's written authorization **must** be properly indicated on the application or attached with each application at the time of filing.
You must click on "Submit" button to submit/file your application. Any "draft" application will not be considered as official filing. For instructions on how to submit your application online, [click here](#).
- **View Status of Submitted Application(s)**
Click on the link above to view the status of your submitted application(s). For instructions on how to view status of submitted applicatins, [click here](#).
- **Renew Your Annual Registration**
Click on the link above to renew your annual registration. Pursuant to County Code Code 2.165 under Tax Agent Registration Program, registered tax agents are required to renew their registration on an annual basis. For instructions on how to renew your annual registration, [click here](#).
- **Submit Campaign Contributions**
Click on the link above to submit your campaign (and January). Pursuant to County Code 2.165 under Tax Agent Registration Program, registered tax agents are required to renew their registration on an annual basis. For instructions on how to submit your campaign contribution reports, [click here](#).

Click on the “Submit Campaign Contributions” link.



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4.) Click on the drop down list and select the appropriate fiscal filing year.

Campaign Contributions

Beginning on January 1, 2014, and no later than the 31st of every January and July, the tax agent shall file with the Executive Office a report of all campaign contributions. No person who is registered under this chapter as a tax agent, or who is required to be registered under this chapter, or who has been so registered at any time in the previous 12 months shall make any contribution to the Assessor or candidate for Assessor consistent with Chapter 2.190 of the Los Angeles County Code.

Campaign Contributions Made: Monetary and non-monetary campaign contributions, loans or extensions of credit for a period of more than 30 days made to any elected official or candidate for elected office in any jurisdiction within Los Angeles County.

Fiscal Filing Year: 2015

Click on the drop down list and select the appropriate fiscal filing year.

5.) Click on the “add” button to add a new campaign contribution report.

Filing Year	Filing Year Period	Nothing To Report	Contribution Date	Recipient First Name	Recipient Middle Name	Recipient Last Name	Contribution Amount
No records to display.							

Click on the “add” button to add a new campaign contribution report.

6.) Enter the fiscal filing year. Click on the drop down list to select the filing year period you are filing for. Enter the contribution information, if any. If no contribution was made, click on the “Nothing to Report” box.

Filing Year	Filing Year Period	Nothing To Report	Contribution Date	Recipient First Name	Recipient Middle Name	Recipient Last Name	Contribution Amount
Fiscal Filing Year	2015	<input checked="" type="checkbox"/>					
Filing Year Period	January - June						
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Contribution Date <input type="text"/></p> <p>Recipient First Name <input type="text"/></p> <p>Recipient Middle Name <input type="text"/></p> <p>Recipient Last Name <input type="text"/></p> <p>Contribution Amount <input type="text"/></p> </div> <div style="width: 35%;"> <p></p> </div> </div>							

Enter the filing year and period.

Enter the contribution information. If no contribution was made, click on the “Nothing to Report” box.



QUICK TIP

- “Fiscal Filing Year” covers July 1st to June 30th. For instance, Fiscal Filing Year 2015 covers July 1, 2015 to June 30, 2016.
- “Filing Year Period” covers the six months of the Fiscal Filing Year. For instance, if the Fiscal Filing Year is “2015”, Filing Year Period of “January—June” covers for January 2016 to June 2016.



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7.) Click on “Submit Report” to save and submit your report.

The screenshot shows a web form titled "Add a Campaign Contribution" with a "Refresh" button in the top right. The form contains several input fields: "Filing Year" (set to 2015), "Filing Year Period" (set to January - June), "Nothing to Report" (checked), "Contribution Date" (calendar icon), "Recipient First Name", "Recipient Middle Name", "Recipient Last Name", and "Contribution Amount". At the bottom left, the "Submit Report" button is highlighted with a red box. A yellow callout box with a red arrow pointing to the button contains the text: "Click on 'Submit Report' to save and submit your report." A "Cancel" button is also visible at the bottom.

8.) A confirmation message will appear to confirm that your report was submitted successfully. Click on “Ok” button.



9.) Your submitted report will now appear on the report list table.

The screenshot shows the "Add a Campaign Contribution" report list table. The table has a "Refresh" button in the top right. The table columns are: Filing Year, Filing Year Period, Nothing To Report, Contribution Date, Recipient First Name, Recipient Middle Name, Recipient Last Name, and Contribution Amount. A single row is displayed with the following data: Filing Year: 2015, Filing Year Period: Jan-Jun, Nothing To Report: checked, Contribution Date: (empty), Recipient First Name: (empty), Recipient Middle Name: (empty), Recipient Last Name: (empty), and Contribution Amount: (empty). A red pencil icon is visible in the first column of the row, and a red X icon is in the last column.

Filing Year	Filing Year Period	Nothing To Report	Contribution Date	Recipient First Name	Recipient Middle Name	Recipient Last Name	Contribution Amount
2015	Jan-Jun	<input checked="" type="checkbox"/>					