



CITY OF ALTAMONTE SPRINGS
225 Newburyport Avenue
Altamonte Springs, FL 32701-3697
407-571-8116

TO THE APPLICANT:

Attached is the City of Altamonte Springs Business Tax Receipt Application packet.

PLEASE NOTE - YOUR BUSINESS TAX RECEIPT(S) CANNOT BE ISSUED WITHOUT THE FOLLOWING REQUIREMENTS:

1. The application must be completed **IN FULL**.
2. Payment of business tax **AND** application fee **AND** any penalties imposed. **FOR FEES, CALL 407-571-8116.**
3. The Ownership Information Form must include FULL and COMPLETE information on the corporate officers (corporations) and partners (partnership). **Florida Statute 205.0535(5) requires that “ NO BUSINESS TAX RECEIPT SHALL BE ISSUED UNLESS THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER IS OBTAINED FROM THE PERSON TO BE TAXED”.**
4. If your business or profession requires a state license, a copy of that license must be attached to your application.
5. Your Fictitious Name Registration Number or reason for exemption must be completed on the application.
6. Transfers of ownership must include a copy of the Bill of Sale or transfer documents.

Submittal of this application for a City Business Tax Receipt does not permit the applicant to operate or engage in any type of business, profession or occupation until the City Clerk issues the Business Tax Receipt. When the proper approvals have been secured, your Business Tax Receipt(s) will be issued.

TRANSFERS: If there is **ANY CHANGE** in your business name, location (including suite) or ownership, an application must be submitted for transfer of your Business Tax Receipt(s). Your current Business Tax Receipt must be surrendered prior to issuance of your new Business Tax Receipt. A transfer fee of 10% of each annual business tax, but not less than \$3 nor more than \$25 shall be required.

ATTENTION: ANY PERSON, FIRM OR CORPORATION WHO SHALL ENGAGE IN ANY BUSINESS, PROFESSION OR OCCUPATION PRIOR TO OBTAINING A BUSINESS TAX RECEIPT SHALL BE SUBJECT TO PENALTIES IN ACCORDANCE WITH CITY CODE SECTION 19-13(b).

Erin O'Donnell, C.M.C.
City Clerk