



TOWN OF LONGBOAT KEY

Town Clerk's Office
501 Bay Isles Road
Longboat Key, FL 34228
Phone: 941-316-1999 FAX: 941-316-1656

**LOCAL BUSINESS TAX RECEIPT
AFFIDAVIT OF ACCURATE
AND UNCHANGED
INFORMATION**

111.03 - Business tax receipt requirements; application procedures

(A) *Requirements.*

- (1) A business tax receipt must be applied for, obtained and the business tax paid before any such business, occupation or profession is commenced, carried on or engaged in for the current business tax year (October 1 through September 30) or fractional part thereof. Such business tax receipt shall be renewed annually as provided in section 111.05 so long as such business, occupation or profession is continued and said business, occupation or profession meets the requirements of this chapter.
- (2) Such business, occupation or profession must be in compliance with all local, state, and federal regulations before the business tax receipt may be issued.
- (3) Any person applying for or renewing a local business tax receipt to practice any profession regulated by the department of business and professional regulation, the department of agriculture and consumer services, or any other State board or commission thereof, must exhibit an active state certificate, registration, or license, or proof of copy of the same, or fictitious name registration or other proof of compliance with the Fictitious Name Act, before such business tax receipt may be issued. **Thereafter, only a person applying for the first time for a business tax receipt must exhibit such certification, registration, or license unless there has been a substantial change in status of the certification, registration or license.**

(B) *Application procedures.*

- (1) Prior to the issuance of any business tax receipt a written application signed by an officer, partner or owner of the proposed business, occupation or profession shall be filed with the town, upon an application form prescribed by the town. The application shall include, but is not limited to the following:
 - (a) The name of the owner; if a firm, the names of all members of the firm; if a corporation, the names of all officers of the corporation;
 - (b) The location of the business;
 - (c) The full nature of the business; and
 - (d) Provide under oath all information necessary for a proper determination of the business tax due for each classification set forth in section 111.11, to which the business, occupation or profession is subject, including the number of employees, number of rooms, number of seats.
- (2) The application shall be accompanied by the full amount of business tax due. If the applicant starts the business, occupation or profession on or after the first day of April of the year of application and prior to the first day of October next succeeding, the applicant shall be required to pay only one-half of the annual fee and shall receive a business tax receipt for the balance of the taxable year. Prior to April 1, the applicant shall pay the full amount.
- (C) Whenever a business tax receipt cannot be issued at the time the application for it is made, the town shall issue a temporary receipt to the applicant for the money paid in advance; provided, however, that temporary receipt shall not be construed as an approval of the town for the issuance of a business tax receipt, and it shall not entitle or authorize the applicant to open or maintain any business, occupation, or profession contrary to the provisions of this chapter.
- (D) **In subsequent years after a business tax receipt has been lawfully issued, the applicant may submit, and the town may accept, an affidavit executed by the business owner, or person lawfully authorized on behalf of the corporation, stating that the information previously provided to the town remains substantially unchanged.**



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BTR Number:	
Name of Business:	
Fictitious Name (if applicable):	
Name of Owner:	
Business Address:	
*Social Security Number or FEIN:	

**Required per Florida Statute 205.0535(5)*

I, _____, DO HEREBY CERTIFY THAT THE INFORMATION PREVIOUSLY PROVIDED TO THE TOWN ON BEHALF OF THIS BUSINESS REMAINS ACCURATE AND SUBSTANTIALLY UNCHANGED WITH FULL UNDERSTANDING OF THE BUSINESS TAX RECEIPT REQUIREMENTS AND APPLICATION PROCEDURES NAMED IN TOWN CODE, SECTION 111.03 (ORD. 07-14, PASSED 06-04-07), ATTACHED. I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING THAT THE BUSINESS COMPLIES WITH ALL FEDERAL, STATE, COUNTY, AND MUNICIPAL REGULATIONS.

Signature: _____

Date: _____