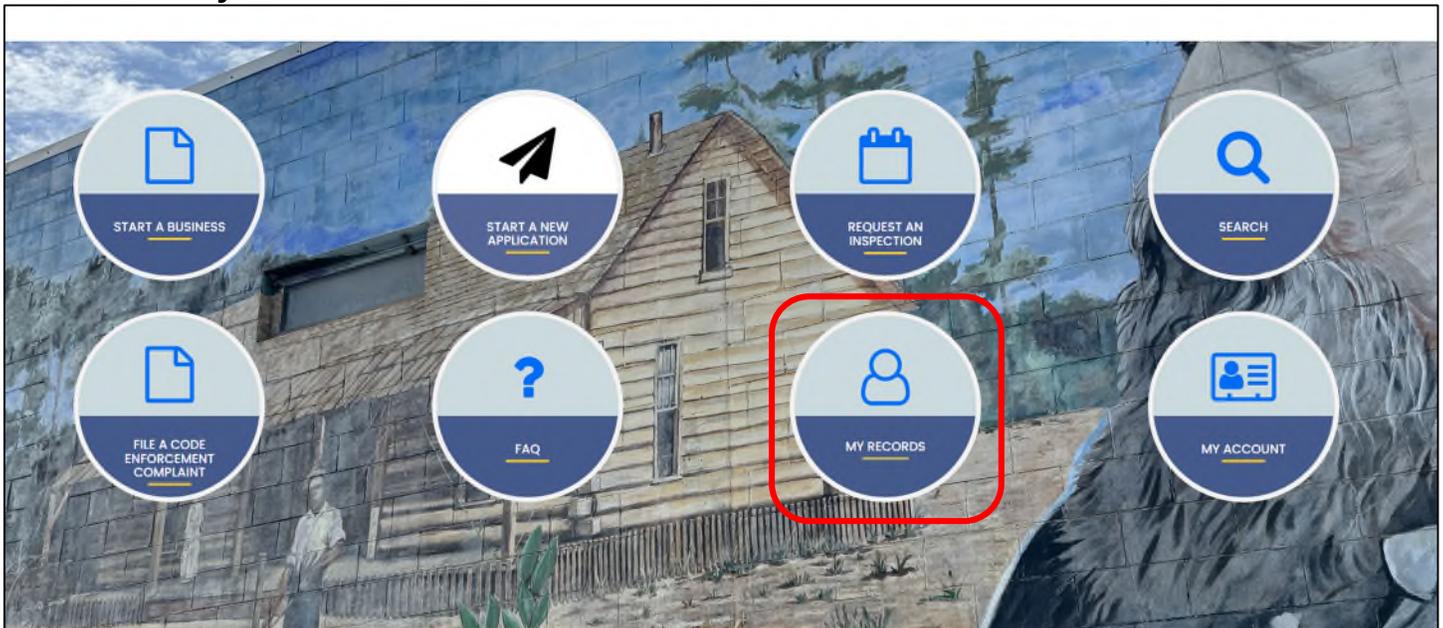# Declaration Instructions

- Log in to your account with Accela.

- Click **"My Records"**

- Navigate down to the **"Business Tax Receipts and Temporary Permits"** section.
- Click on **"Revision/Amendment".**

- [Continued on Next Page]

- Select **Yes** if any of the following changes apply:
  - The number of employees has changed.
  - The number of rentable beds or rooms has changed.
  - The number of vehicles has changed.
  - The number of fuel pumps has changed.
  - The number of Vending Machines has changed.
  - The number of stations had changed.
  - The number of seats has changed.

- Select **No** if no changes have been made to the business.

- Select "Continue Application".

Business Tax Receipt Declaration

1 Location & Detail Info	2 Review	3 Pay Fees	4 Record Issuance

Step 1:Location & Detail Info>Delcarations

The following information is required by Chapter 17, Section 1010, Code Ordinances and is used to determine Business Tax fees (Occupational Licenses) for the new fiscal year. Failure to comply with this provision shall be considered a misdemeanor and shall act as authority for the City to make its own determination of the amount of tax to be levied. <u>Submit this form NO LATER THAN MAY 15th of this year.</u>

NOTICE

If you are out of business you **MUST** notify this office in Writing. Date must be prior to October 1st in order not to pay the renewal fee(s). After October 1 you must pay the renewal fees.

Business Licenses are due in this office by September 30th. If not paid in full you could be subject to late fees. If you do not pay your license and/or contact the city you will be turned over to Code Enforcement and a Collections Agency. **Under Florida State Statutes** (205.053), **you are subject to a fine of 250.00.**

*indicates a required field.

Custom Fields

DECLARATIONS

Have there been any changes to the business since last issuance/renewal?:   ○ Yes ○ No

Save and resume later

Continue Application »

- Verify your selection,
- Agree to the certification,
- And select continue application.

Business Tax Receipt Declaration

1 Location & Detail Info	2 Review	3 Pay Fees	4 Record Issuance

Step 2: Review

[Save and resume later]

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Business Tax Receipt Declaration

Custom Fields

DECLARATIONS [Edit]

Have there been any changes to the business since last issuance/renewal?: No

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

[Save and resume later]

Continue Application »

- Once you see the green checkmark your declaration has been successfully submitted and no further action is needed.
- Your renewal invoice will be billed starting July 1st.

Receipt

✓ Your application has been successfully submitted