



**LOCAL BUSINESS TAX RECEIPT
INFORMATION PACKET**
Finance Department

Attached is the City of Maitland Local Business Tax Receipt packet. It contains:

- Local Business Tax Receipt Taxpayer Information
- Local Business Tax Receipt Professionals Information
- Residential Affidavit
- Police Department Emergency Contact Data Form

**TO ALL TAXPAYERS: IN ORDER TO QUICKLY PROCESS YOUR RECEIPT
PLEASE NOTE THE FOLLOWING:**

1. The form must be completed in full.
2. The form must contain a Federal Employer Identification Number or a Social Security Number Florida Statutes 205.0535(5) states **“A receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed.”**
3. If the business is in a residential zone, the *Residential Affidavit* must be completed.
4. If the business or profession requires a state License a copy of the License must be attached.
5. A professional must be associated with a business.
6. If you are not incorporated and are using other than your first and last name, your Fictitious Name Registration Number or reason for exemption must be provided.
7. Transfers of ownership must include a copy of the bill of sale or transfer documents. If there is any change in your business name, location (including suite number) or ownership, a new form must be submitted for transfer of your Tax Receipt(s). Your current Tax Receipt must be surrendered prior to issuance of a new Tax Receipt. A transfer fee of \$10.00 will be required.

FEE SCHEDULE

TYPE OF FEE		AMOUNT
Processing Fees		
Residential (home based business)		\$10.00
Non-Residential (0 - 1,000 sq. ft.)		\$25.00
Non-Residential (over 1,000 sq. ft.)		\$35.00
Local Business Tax Receipt Fee Per Year	OCT - DEC	\$115.00
Prorated quarterly	JAN - MAR	\$ 86.25
	APR - JUN	\$ 57.50
	JUL - SEP	\$ 28.75
Professional Local Business Tax Receipt Fee		\$11.50
Transfer Fee (including Name or Address Changes)		\$10.00
Duplicate Tax Receipt Fee		\$10.00

Attention: Any person, firm or corporation who shall engage in any occupation, business or profession without a Tax Receipt shall be penalized in accordance with City Code Section 9-3.