



TOWN OF LONGBOAT KEY IS OFFERING AN ELECTRONIC NOTIFICATION PROCESS FOR BUSINESS TAX RECEIPTS

To receive all future Business Tax Receipt (BTR) information via your e-mail address, complete and return the authorization form to the Office of the Town Clerk. It's easy and convenient.

SIGN UP NOW!

You can make your BTR payment by faxing your signed application, attaching the required documents, and providing a Visa or Master Card number for payment. Fax your payment and documents to the Office of the Town Clerk at 941-316-1656, or you can use the US Mail option. **To receive the BTR Certificate by return fax your fax line must be a dedicated line -- not shared with a voice line.**

Authorization Form

Business Tax Receipt Number: _____

Name of Business: _____

E-mail Address: _____

Dedicated Fax Line Number _____

I understand that all future Business Tax Receipts will be sent to me electronically, and it is my responsibility to contact the Town of Longboat Key when my e-mail address changes.

Signature: _____ Date: _____

Go to www.longboatkey.org and on the left side of the page in the blue box select Business Tax Receipts for complete details regarding this process, or call 941-316-1999. Under Florida law an **e-mail address is a public record**. If you do not want your e-mail address released in response to a public records request, do not sign up for electronic notifications, use the US mail, fax option, or in person at the Office of the Town Clerk.