



Town of Longboat Key
Town Clerk's Office
Town Hall, 501 Bay Isles Road
Longboat Key, FL 34228

Phone: 941-316-1999, Fax: 941-316-1656

Business Tax Receipt Application

The following documents are required in support of the Local Business Tax Receipt Application, dependent upon the specified category. ALL applications must include owner information (home address and phone number) and a Federal Identification Number or Social Security Number and signature. Note: additional documentation may be required depending on business type and activity.

1. Commercial/Professional – A (1) – Fee: based on number of employees

- State License (if applicable)
- Sarasota County Business Tax Receipt (if applicable)
- Corporate/LLC/Sole Proprietorships/Partnership Documents
- Fictitious Name Registration (if applicable)

2. Real Estate Firms / Broker of Record – A (2) – Fee: \$87.10

- Florida Real Estate Office License
- Sarasota County Business Tax Receipt (if applicable)
- Corporate / LLC / Sole Proprietorships / Partnership Documents
- Fictitious Name Registration (if applicable)

3. Financial – B – Fee: \$321.93

- Sarasota County Business Tax Receipt (if applicable)
- Corporate/LLC/Sole Proprietorships/Partnership Documents
- Fictitious Name Registration (if applicable)

4. Developers – C – Fee: based on number of employees

- Florida Contractors License (General or Sub-Contractor)
- Sarasota County Business Tax Receipt (if applicable)
- Corporate / LLC / Sole Proprietorships / Partnership Documents
- Fictitious Name Registration (if applicable)

5. Accommodations, Tourism Use – D (1) – Fee: \$90.41 per unit up to three units

- Sarasota County Business Tax Receipt (if applicable)
- Corporate / LLC / Sole Proprietorships / Partnership Documents
- Fictitious Name Registration (if applicable)

6. Residential Rentals – D (2) – Fee: \$35.28 per unit up to three units

- Federal Identification Number or Social Security Number
- Owner Information (home address and phone number)

7. Restaurant – E – Fee: based on number of seats

- State of Florida Hotel Commission Licenses (Food and/or Alcoholic Beverage)
- Sarasota County Business Tax Receipt (if applicable)
- Corporate / LLC / Sole Proprietorships / Partnership Documents
- Fictitious Name Registration (if applicable)

8. Home Occupation – F – Fee: \$87.10

- Permitted Home Business Affidavit
- Sarasota County Business Tax Receipt (if applicable)
- Corporate / LLC / Sole Proprietorships / Partnership Documents
- Fictitious Name Registration (if applicable)

9. Insurance Company – G – Fee: \$121.28

- Corporate / LLC / Sole Proprietorships / Partnership Documents

Business or Rental Information

Name of Business or Rental: _____

If the rental is not in a Trust/LLC, please use your first and last name

Federal Identification Number or Social Security Number: _____

Per Florida Statue 205.0535(6)

Address of Business or Rental: _____

Phone: _____

Email: _____

Owner Information (Mailing Information provided will be used for future invoices)

Owner Name: _____

Mailing address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

After application has been received and processed by the Town Clerk's Office, payment can be made by cash, check (payable to the Town of Longboat Key), or Visa/MasterCard through the online payment portal on the Town's website (www.longboatkey.org), or by completing the Credit Card Authorization Form.

Completed applications can be emailed to LBTR@longboatkey.org or mailed to:

Town of Longboat Key
Town Clerk's Office
501 Bay Isles Road
Longboat Key, Florida 34228

Credit Card Authorization Form

Please complete the following information. Any incomplete authorization forms will not be accepted. The Town of Longboat Key only accepts Visa and MasterCard.

I hereby authorize the Town of Longboat Key to charge the designated credit card below for payment.

Cardholder Name: _____

Billing Street Address: _____

Billing Zip Code: _____

Credit Card Number: _____

Expiration Date: _____

CVV Number (three-digit security code): _____

Cardholder Signature: _____