

Business Tax Receipt 2013-2014 Delinquent Notice

Pursuant to Florida Statutes Section 205 and Lee County Ordinance 07-02, to engage in or manage any business, profession or occupation within Lee County, a county Local Business Tax Account is required. Enclosed is a delinquent business tax notice for the year October 1, 2013, through September 30, 2014, along with this informational insert to assist in the payment process.

Amount Due:

Amount due became delinquent October 1; the amount shown is based on last year's information and includes unpaid amounts and delinquent fees. *"If payment has been made, please disregard this notice."*

Verify Business Information:

- Business name (DBA)
 - Owner name
 - Physical and mailing address
- (See Additional Information to change or correct information)***

Supporting Documentation:

Certain occupations governed by the State or County are issued a regulatory license. If an alert message appears on the notice, a copy of the valid license must also be included with payment.

Payment Coupon:

If paying by mail, include the following:

- Tax receipt coupon
 - Supporting documentation, if applicable
 - Check or money order made payable to the Lee County Tax Collector
- (Do not use staples or paper clips)***

Allow sufficient mail time to receive your Business Tax Receipt by mail.

**Contact our office for additional information
www.leetc.com or 239.533.6000**

Additional Information

For changes in Business Name, Ownership or Physical Location, submit a Business Tax Account application as well as:

Business Name or Ownership:

- Fictitious Name Registration

Ownership:

- Bill of Sale

Physical Location:

- Requires zoning approval if the change is from:
 - Commercial to commercial
 - Commercial to residential
 - Residential to commercial

Mailing Address Change Only:

Complete the *Change of Mailing Address* section on back of the renewal notice or update your information online at www.leetc.com.

Out of Business:

- Complete the Out of Business section on the back of the renewal notice
- File a “Tangible Disposition Letter Form” with the Property Appraiser’s office online at www.leepa.org or call 239.533.6140 for more information

*To liquidate merchandise, contact our office for a **Going Out of Business Permit**.*

Tax Receipt Exemptions:

Lee County residents may be exempt from the annual fee if they are:

- Age 65 or older
- Disabled and incapable of manual labor
- A widow/widower with minor dependents
- Disabled veteran of any war

