



LOCAL BUSINESS RECEIPT & CERTIFICATE OF USE  
APPLICATION RENEWAL PACKAGE FY 2020/2021

BUSINESS ADDRESS

We are approaching the renewal time for the Local Business Tax Receipt, Certificate of Use, and Resort Tax Registration that will be expiring on **September 30, 2020**. Commencing on **September 10, 2020**, we will be accepting the Renewal packages. All businesses, persons, firms, partnership or corporations engaged in business within the Town are required to obtain the Local Business Tax Receipt & Certificate of Use. Due to the pandemic, the Town will be waving penalties until the end of October 2020.

The outstanding amount must be paid in full by **October 31, 2020** in order to avoid additional penalties and interest. Please find enclosed a renewal package to be completed for this year.

The above fee was based in accordance with last year's breakdown of uses for your establishment. Make any necessary modifications in order to update your receipt for this year, including any deletions and/or additions to uses which affect the fee structure.

We will only be accepting completed renewal packages. Please make sure you submit your payment along with all required licenses and/or permits as outlined on the instruction form. This must be received in Town Hall no later than **October 31, 2020** to avoid the below penalty schedule:

- **Payment received after October 31, 2020 (10% of the local business tax due will be charged for the first two months of delinquency).**
- **Payment received after November 30, 2020 will be charged an additional penalty of (5% of the local business tax for every month thereafter).**
- **Additional penalties and fees may be applied if payment is not received after 150 days from the date of this notice.**

All questions should be directed to Town Hall 305-861-4863, Monday through Friday from 9AM to 5PM.

---

(Return this portion with your payment)

Business Name: \_\_\_\_\_ Total Due: \_\_\_\_\_

Business Location: \_\_\_\_\_ Mail To: Town of Surfside  
9293 Harding Avenue  
Surfside, FL. 33154

---

To be completed by Town of Surfside

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_