

BAL HARBOUR

- V I L L A G E -

RENEWAL NOTICE AND INSTRUCTIONS FOR LOCAL BUSINESS TAX RECEIPT

(Formerly Called Occupational License)

Business Name: _____

License No. _____

Business Address: _____

License Type: _____

City, State, Zip Code: _____

Email: _____

Issued To: _____

The Local Business Tax Receipt renewal package for your business is enclosed for the licensing year, beginning **OCTOBER 1, 2021. PAYMENT MUST BE RECEIVED BY OCTOBER 1ST, 2021, OR LATE PENALTIES WILL BE ASSESSED.** Please take time to review the following instructions, when completing your renewal application:

1. Review the "Renewal Notice" form for your business to ensure the following:
 - a. Is the mailing address of your business correct as printed above. If not, please make the necessary corrections.
 - b. Is the Activity of your business correct? If not, please note the correct activity of your business. If you are unsure of how to classify your "Activity", contact the Village Finance Department at 305-993-7326 or btr@balharbourfl.gov for assistance.
 - c. Is the "Issued To" name correct? This should be the name of your business, as it is legally established. If not, please put the correct name in the area above the "Issued To" name that is shown on the form.
2. **Retail Merchants** - Please complete the applicable sheet on page 2 **AND** have it notarized, for inventory valuation.
3. If you have any of the following: **Restaurant, Barber Shop, Beauty Parlor, Apartment, Hotel, Cabana, or Vending Machine** - Please complete the applicable sheet on page 3.
4. All other businesses, not listed, should submit the renewal form, with the applicable tax. No other forms are needed.
5. **Return the "Renewal Notice" form, and Payment by September 30th, to the following:**

**BAL HARBOUR VILLAGE FINANCE DEPARTMENT
655 96 STREET, BAL HARBOUR, FLORIDA 33154**

Or contact our office via email at btr@balharbourfl.gov for online payment instructions.

Once payment is received, your Local Business Tax Receipt renewal will be issued. **The completed forms and the check or money order must be received by October 1, or a fine of 10% of the license fee will be assessed. If payment is not received within 30 days from that point, you will be fined 5% per month (or fraction thereof) to a maximum of 25%, of the local business tax receipt amount. Payments that are returned to the Village will incur a returned check fee and will not be counted as paid, resulting in the late fees described above. If you have any questions, please contact the Bal Harbour Village Finance Department at 305-993-7326 or by email at btr@balharbourfl.gov.**

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STATEMENT OF INVENTORY VALUATION

License Year: October 1, 2021 - September 30, 2022

License No. _____

FLORIDA STATE SALES TAX NUMBER: _____

Tax for Retail Sales and Lease - Goods

Up to \$1,000 of Stock in Value	\$ 70.19
Each Additional \$1,000.00 or Fractional Part Thereof	\$ 4.14

Please complete the following Statement of Inventory Valuation:

I, _____, do solemnly swear that the average of the value of merchandise of _____ (Name of Business), during the 2020 Calendar year (January 1, 2020 through December 31, 2020), was not in excess of \$ _____, and this valuation is the wholesale cash value of the merchandise, to the best of my knowledge and belief.

Date

Signature

STATE OF _____

COUNTY OF _____

Sworn to and acknowledged before me this _____ day of _____, 20____
by _____, who is Personally Known to me _____
_____ OR who Produced _____ as identification.

NOTARY SEAL

Signature of Notary Public

Name of Notary Public

Date Commission Expires

BAL HARBOUR

- V I L L A G E -

RESTAURANTS, LODGING, BARBER SHOPS/ BEAUTY PARLORS, VENDING MACHINES

License Year October 1st, _____ - September 30th, _____

License No: _____

Please complete the following applicable information:

RESTAURANTS

Name: _____

Number of Seats: _____

Tax: For the First 35 Chairs or Seats \$70.19

For Each Additional Chair or Seat \$1.90

Bar: Tax \$638.14

BARBER SHOPS OR BEAUTY PARLORS

Name: _____

Number of Chairs: _____

Tax: Generally \$70.19

For Each Additional Chair in Excess of Four - Cost per Chair \$14.67

LODGING (APARTMENTS/HOTELS/CABANAS/SHORT TERM RENTAL)

Name: _____

Number of Rooms: _____

Tax: Per Room or Per Cabana \$2.55

VENDING MACHINES

Name: _____

Number of Coin Operated Machines: _____

Tax: Per Machine \$3.50