



LOCAL BUSINESS TAX APPLICATION PROCESS CAN TAKE UP TO 10 DAYS

Any business physically located in the incorporated town limits must possess a Local Business Tax Receipt issued by the Town of Hilliard.

Please be aware that there are certain prerequisites that must be met with the State of Florida before a Local Business Tax application can be accepted.

1. Fictitious Name or Corporation must be registered with the State of Florida (application available at Town Hall or on the State of Florida's website: www.sunbiz.org).
2. Many businesses and professions are licensed by the state. Please contact the Department of Business and Professional Regulation at (850) 487-1395 or their website: www.myflorida.com/dbpr to determine the appropriate licensing procedures.
3. Some businesses must file for Federal taxes, for information call (800) 829-3676 or go online at www.irs.gov; for State Taxes contact DOR at (800) 352-3671 or visit website: www.myflorida.com/dor.
4. If you business has for (4) or more employees, or if a construction-related business has any employees, Workers' Compensation coverage is required. For more information, contact your insurance carrier or the Florida Department of Financial Services, Division of Workers' Compensation, Bureau of Compliance at (850) 413-1601 or online www.fldfs.com/wc.
5. All Contractors must provide a copy of liability insurance through their private carrier. The insurance must have the Town of Hilliard as the certificate holder.

The Local Business Tax application must be **COMPLETE** or it will not be accepted.

All businesses that are not home based, must be operated from a permanent office. A Local Business Tax Inspection will be conducted by the Fire Marshall and then an Inspection from the Building Department.