

## Information Guide for New Business Owners

New businesses must obtain their Local Business Tax prior to engaging in their enterprise. This varies depending on the type of business, employees, and seating. The information needed to obtain Local Business Tax includes, but is not limited to the following items:

(1) Business name; Owner(s) or President's Name; Mailing Address; Physical Location of Business; Telephone Number(s); Social Security or Federal ID Number; and a copy of the Fictitious Name Registration, copy of lease where applicable.

(2) Businesses regulated by the State of Florida or County Agencies, a copy of the documents provided by the state or county, as proof of your compliance, will be required with your application for a Local Business Tax.

Note: Certified Contractors, regulated by the Department of Business and Professional Regulation (DBPR), 850-487-2252, whose business location is not located within Hendry County, would not be required to have a Hendry County Local Business Tax.

(3) If the business name used in your business, does not include the full first name, and last name of the business owner, the business name would be considered a Fictitious Name, and must be registered with the Florida Secretary of State's Office, (850) 487-6058.

Note: Corporations are registered with the Florida Secretary of State, for information call, (850) 487-6052. Out of State corporations must register with the Secretary of State if they intend to use their corporate name. For information call (850) 487-6051.

(4) Social Security or Federal ID numbers are obtained from the US Internal Revenue Service. Toll Free Number 1-800-829-3676.

(5) Businesses that sell or serve food products must be inspected by either, the Florida Department of Agriculture & Consumer Services, 1-800-435-7352, or The Florida Division of Hotel & Restaurant Commission, 1-800-780-5680. This inspection must be prior to obtaining a city occupational license.

(6) To obtain a Florida Sales Tax Number, (resale number) contact the Florida Department of Revenue.

(7) State licensing requirements can be obtained by calling the Consumer Services Department 1-800-435-7352.

### NOTES:

If you discontinue (close) your business, contact The Community Development Building at 863-983-1500 or by email [Adrienne.Adams@clewiston-fl.gov](mailto:Adrienne.Adams@clewiston-fl.gov)/ [Hope.Wojack@clewiston-fl.gov](mailto:Hope.Wojack@clewiston-fl.gov)

If a change of ownership has taken place, a notarized bill of sale must be presented to change ownership of an existing business.