



OFFICE OF JOE G. TEDDER, cfc
Tax Collector for Polk County, Florida
ECONOMIC DEVELOPMENT SUPPORT SERVICES DEPARTMENT

PO Box 2016 • Bartow, FL 33831-2016 • Tel. 863-534-4731 • Fax: 863-534-4741 • Email: EconomicDevelopment@PolkTaxes.com

LOCAL COUNTY BUSINESS TAX ACCOUNT APPLICATION FORM
previously referred to as county occupational license tax

Please complete the following sections . (Please Print.) **Unless otherwise indicated:** All sections must be completed; and, all information provided on this form is a matter of public record.

1. Business Name: _____

2. If the applicant not using their legal name in the Business Name, please check one of the following:

List the fictitious name number of the business as provided by the Florida Department of State: _____

Will not engage in business until fictitious name registration number is received from Florida Department of State.

Explain reason applicant does not need to comply with fictitious name registration act:

3. Name of Applicant (Owner or Principal): *Enter the applicant's legal name below*

First _____ M. _____ Last _____ Sur. _____

4. Social Security Number/Federal Tax ID Number: _____

Note: A Social Security Number (SSN) or Federal Employment Identification Number (FEIN) is required under F.S. 205.053 (5). A Sole Proprietor must enter a Social Security Number. Other Business Entities must enter Federal Tax Identification Number. Applicants are advised that SSN and FEIN are not subject to regular public record requests.

5. Business Location: *Enter physical location of business*

Address _____ City _____ State _____ Zip _____

6. Status of Above Business Location: *Check only one* Inside city limits and in Polk County In Polk County Not in Polk County

7. Mailing Address: *Enter mailing address if different from physical location in Section 5*

Address _____ City _____ State _____ Zip _____

8. Telephone #1: () _____ **Telephone #2:** () _____

Note: Telephone numbers are only required to be provided in this section by a Class "C" business.

9. Select Activities; Amount Due: *Review instructions and enter code number*

Review the attached List of Activities and select all that apply to your business (*up to eight*) by entering the corresponding code number of the activity desired in the spaces provided below. Note the Class designation for each item. Also note that "✓" indicates that a copy of the corresponding state license, registration or certification is required to be attached to this application.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

If only "A" items were listed above, the applicant is a Class "A" Business and the annual tax due is \$31.50.

If at least one item listed above was a "B" (*and no item was a "C"*), the applicant is a Class "B" Business and the annual tax due is \$57.75.

If a "C" item was listed above, the applicant is a Class "C" Business and the annual tax due is \$315.00.

* Those submitting a new application from July 1st through September 30th need to pay only one-quarter the amount due for the current year along with an annual payment for the following year.

* Applicants who qualify for an exemption (see Exemption Instructions) are only eligible for a Class A or Class B local business tax receipt at no charge.

10. Exemption: *Applicant is a Sole Proprietor and qualifies for the following exemption:* _____

Note: Refer to List Of Exemptions for more information. For exemptions that require a business tax receipt to be issued, attach required documentation to this application.

* Applicants who qualify for an exemption (see Exemption Instructions) are only eligible for a Class A or Class B local business tax receipt at no charge.

11. Affidavit: *Carefully review and sign the following affidavit*

(1) I, the undersigned, swear this application (including addendum and all other attachments) is true and correct. (2) I acknowledge and understand that a local county business tax receipt (previously referred to as an occupational license) is issued pursuant to this application is for the privilege of doing business in Polk County and does not waive Florida's licensing, registration, and/or certification requirements, nor does it waive any other such requirements of any city, county, state or federal authority that must be met prior to engaging in or entering into the activity, business, profession or occupation for which this application is being made. (3) I specifically acknowledge that a business tax receipt issued pursuant to this application does not indicate that the parcel of land upon which the business intends to operate is properly zoned for the activities in question and that it is the responsibility of the business to verify same with the appropriate zoning authority prior to commencing its activities or operations. (4) I also affirm that I, the business owner/principle of record indicated hereon, is in compliance or will comply with all federal, state and legal requirements.

Signature of Applicant: _____ **Date:** _____

Once completed, please submit this application with payment to Joe G. Tedder, Tax Collector. Use the above listed address when mailing in your application.

Polk County Tax Collector's Office: List Of Activities And Exemptions

EXPLANATION OF DESIGNATIONS

- A = Non Regulated Class A Activity**
- B = State Regulated Class B Activity**
- C = Declared Class C Activity**
- + or x = Applicant must also provide copy of state license, certification, registration, etc.**

Note: Numeric County Business Tax Code precedes listing.

AGRICULTURE

- A 110000 LTD AGRICULTURE
- B 110005 ANIMAL INDUSTRY
- B 110010 AGRICULTURAL PRODUCTS DEALER
- B+ 110020 FARM LABOR CONTRACTOR
- B 110030 FERTILIZER COMPANY
- B 110040 FRESHWATER COMMERCIAL FISHING

MINING

- A 210000 LTD MINE RELATED ACTIVITY
- B 210010 MINING

UTILITY

- A 220000 LTD UTILITY RELATED ACTIVITY
- B 220010 DRINKING WATER TREATMENT PLANT
- B 220020 ELECTRIC COMPANY
- B 220030 GAS COMPANY
- B 220040 INDUSTRIAL WASTE WATER
- B 220050 WASTEWATER TREATMENT PLANT
- B 220060 WASTEWATER UTILITY
- B 220070 WATER UTILITY

CONSTRUCTION

- A 230000 LTD CONSTRUCTION
- B+ 230010 ASBESTOS CONSULTANT
- B+ 230020 CONTRACTOR AIR CONDITIONING A
- B+ 230030 CONTRACTOR AIR CONDITIONING B
- B+ 230040 CONTRACTOR ALARM RESIDENTIAL
- B+ 230050 CONTRACTOR ALARM SYSTEM I
- B+ 230060 CONTRACTOR ALARM SYSTEM II
- B+ 230070 CONTRACTOR ASBESTOS
- B+ 230080 CONTRACTOR BUILDING
- B+ 230090 CONTRACTOR ELECTRICAL LIGHTMAINT
- B+ 230100 CONTRACTOR ELECTRICAL LOW VOLT
- B+ 230110 CONTRACTOR ELECTRICAL RESIDENTIAL
- B+ 230120 CONTRACTOR ELECTRICAL SIGN
- B+ 230130 CONTRACTOR ELECTRICAL UNLIMITED
- B+ 230140 CONTRACTOR ELECTRICAL UTILITY LINE
- B+ 230150 CONTRACTOR GENERAL
- B+ 230160 CONTRACTOR LP GAS
- B+ 230170 CONTRACTOR MECHANICAL
- B+ 230180 CONTRACTOR MOBILE HOME SETUP
- B+ 230190 CONTRACTOR PLUMBING
- B+ 230200 CONTRACTOR POLLUTANT STORAGE
- B+ 230210 CONTRACTOR POOLSPA COMMERCIAL
- B+ 230220 CONTRACTOR POOLSPA RESIDENTIAL
- B+ 230230 CONTRACTOR POOLSPA SERVICE REPAIR
- B+ 230240 CONTRACTOR RESIDENTIAL
- B+ 230250 CONTRACTOR ROOFING
- B+ 230260 CONTRACTOR SHEET METAL
- B+ 230270 CONTRACTOR SOLAR
- B+ 230280 CONTRACTOR SPECIALTY STRUCTURE
- B+ 230290 CONTRACTOR UNDERGROUND UTILEXC
- B+ 230300 ELEVATORS

MANUFACTURING CONSUMER

- A 310000 LTD MANUFACTURING CONSUMER
- B 310010 BAKERY
- B 310020 FOOD MANUFACTURING PLANT

- B 310030 FOOD PROCESSOR

MANUFACTURING PROCESSING

- A 320000 LTD MANUFACTURING PROCESSING
- B 320010 FERTILIZER PLANT
- B 320020 PRINTING FACILITY

MANUFACTURING OTHER

- A 330000 LTD MANUFACTURING OTHER
- B 330005 MANUFACTURING
- B 330010 PROCESSING

WHOLESALE

- A 420000 LTD WHOLESALE DISTRIBUTOR

RETAIL TRADE

- A 440000 LTD RETAIL TRADE
- B 440010 CONVENIENCE STORE
- B 440012 DEALER TANGIBLE PERSONAL PROP
- B 440020 FRUIT VEGETABLE STAND
- B 440030 LP GAS APPLIANCE EQUIP DEALER
- B 440040 LP GAS APPLIANCE EQUIP INSTALLER
- B 440050 LP GAS DEALER
- B 440060 MEAT MARKET
- B 440065 MERCHANDISE DEALER W FOOD
- B 440067 MERCHANDISE VENDING W FOOD
- Bx 440070 MOBILE HOME DEALER
- B 440080 MOBILE VENDOR W PREPACKAGED FOOD
- Bx 440090 MOTOR VEHICLE DEALER
- B 440100 PETROLEUM PRODUCTS DEALER
- B 440110 RECREATIONAL VEHICLE DEALER
- B 440120 RESIDENTIAL SOLICITATION
- B 440125 RETAIL STORE W FOOD SALES
- B 440130 SEAFOOD MARKET
- B 440140 STALL MARKET W AG PRODUCTS
- B 440150 SUPERMARKET GROCERY STORE
- B 440160 VESSEL DEALER

- C 440170 FLEA MARKET

TRANSPORTATION

- A 480000 LTD TRANSPORTATION
- B 480010 COMMERCIAL DRIVER
- B 480020 INTRASTATE MOVER
- B 480030 MOBILE HOME MOVER
- B 480050 MOTOR VEHICLE RECOVERY AGENT
- B 480060 TAXI
- B 480070 VEHICLE ESCORT DRIVER
- B 480080 WRECKER OPERATOR

WAREHOUSING

- A 490000 LTD WAREHOUSING
- B 490010 FOOD WAREHOUSE
- B 490020 STORAGE TANK FACILITY
- B 490030 JUNK SCRAP YARD

INFORMATION

- A 510000 LTD INFORMATION
- B 510010 CABLE TELEVISION
- B 510020 HIGHWAY OUTDOOR ADVERTISING
- B 510030 TELECOMMUNICATIONS
- B+ 510040 TELEMARKETER

FINANCE, INSURANCE

- A 520000 LTD FINANCE INSURANCE
- B 520010 BAIL BOND AGENT
- B 520020 BANK
- B 520029 COLLECTION AGENCY
- B 520030 COMMERCIAL COLLECTION AGENCY
- B 520040 CONSUMER COLLECTION AGENCY
- B 520050 HOME IMPROVEMENT FINANCE
- B 520060 INSURANCE ADJUSTER
- B 520070 INSURANCE AGENCY

- B 520080 INSURANCE AGENT
- B 520090 INSURANCE COMPANY
- B 520100 INVESTMENT ADVISOR
- B 520110 MONUMENT ESTABLISHMENT
- B 520120 MORTGAGE BROKER
- B 520130 MORTGAGE LENDER
- B 520140 MOTOR VEHICLE RETAIL INSTALLMENTS
- B 520150 PRE NEED FUNERAL BURIAL SALES
- B 520160 RETAIL INSTALLMENT SALES
- B 520170 SALES FINANCE COMPANY
- B 520180 SAVINGS AND LOAN
- B 520190 SECURITIES BROKER
- B 520200 SECURITIES DEALER

- C 520210 CHECK CASHERS
- C 520220 PAWNSHOP

PROPERTY SALES, LEASING

- A 530000 LTD PROP SALES LEASING EQUIP RENTAL
- B+ 530010 CONDO LEASE SALES
- B 530020 MOBILE HOME PARK
- B+ 530030 MOBILE HOME PARK SPACE LEASING
- B+ 530040 REAL ESTATE APPRAISER GENERAL
- B+ 530050 REAL ESTATE APPRAISER INSTRUCT
- B+ 530060 REAL ESTATE APPRAISER RESIDENTAL
- B+ 530070 REAL ESTATE BRANCH OFFICE
- B+ 530080 REAL ESTATE BROKER
- B+ 530090 REAL ESTATE INSTRUCTOR
- B+ 530100 REAL ESTATE SCHOOL
- B+ 530110 REAL ESTATE SALES ASSOCIATE
- B 530115 RENTAL SERVICE
- B 530120 SENIOR 55 HOUSING COMMUNITY
- B+ 530130 TIMESHARE LEASE SALES
- B 530140 TITLE AGENT PROPERTY
- B 530145 VEHICLE AND OR EQUIP LEASING
- B 530150 VEHICLE RENTAL LEASING

PROFESSIONAL, TECHNICAL

- A 540000 LTD PROFESSIONAL TECHNICAL
- B+ 540010 ARCHITECT
- Bx 540020 ATTORNEY
- B+ 540030 AUCTION BUSINESS
- B+ 540040 AUCTIONEER
- B+ 540041 BARBER
- B+ 540050 BUSINESS AGENTS
- B+ 540060 CERTIFIED PUBLIC ACCOUNTANT
- B+ 540070 COSMETOLOGIST
- B+ 540080 COSMETOLOGY SALON
- B+ 540090 EMBALMER
- B+ 540100 FACIALS
- B+ 540110 FUNERAL DIRECTOR
- B+ 540120 FUNERAL DIRECTOR AND EMBALMER
- B+ 540130 FUNERAL ESTABLISHMENT
- B 540140 LABORATORY
- B+ 540150 LANDSCAPE ARCHITECT
- B+ 540160 MANICURING
- Bx 540170 PRIVATE INVESTIGATION AGENCY
- Bx 540180 PRIVATE INVESTIGATOR
- B+ 540190 PROFESSIONAL ENGINEER
- B 540210 PROFESSIONAL FUNDRAISER
- B+ 540220 PROFESSIONAL GEOLOGIST
- Bx 540230 SECURITY AGENCY
- Bx 540240 SECURITY OFFICERS
- B+ 540250 SURVEYOR MAPPER
- B 540260 UTILIZATION REVIEW AGENT
- B+ 540270 VETERINARIAN

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ENTERPRISE MANAGEMENT

A	550000	LTD ENTERPRISE MANAGEMENT
B+	550010	COMMUNITY ASSOCIATION MANAGER
B+	550020	EMPLOYEE LEASING COMPANY

SUPPORT SERVICE

A	560000	LTD SUPPORT SERVICE
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SCHOOL

A	610000	LTD SCHOOL
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HEALTHCARE

A	620000	LTD HEALTHCARE RELATED ACTIVITY
Bx	620010	ACCUPOINTURE
Bx	620020	ADULT DAY CARE CENTER
Bx	620030	ADULT FAMILY CARE HOME
Bx	620040	ADV REG NURSE PRACTITIONER
B	620050	AMBULATORY SURGICAL CENTER
B+	620060	ASSISTED LIVING FACILITY
B	620070	ASSISTED LIVING UNIT
B	620080	BIRTH CENTER
Bx	620090	CHILD CARE FACILITY
Bx	620100	CLINIC ABORTION
Bx	620110	CLINIC HEALTH CARE
B	620120	CLINICAL LABORATORY
B	620130	CLINICAL SOCIAL WORKER
B	620140	DENTAL HYGENIST
Bx	620150	DENTAL LABORATORY
Bx	620160	DENTIST
B	620170	DIETICIAN NUTRITIONIST
Bx	620180	ELECTROLISIST
Bx	620190	ELECTROLYSIS FACILITY
Bx	620200	FAMILY DAY CARE HOME
Bx	620210	HEARING AID SPECIALIST
B	620220	HOME HEALTH CARE AGENCY
B	620230	HOME MEDICAL EQUIP PROVIDER
B	620240	HOSPITAL
B	620250	LARGE FAMILY DAY CARE
Bx	620260	LICENSED PRACTICAL NURSE
Bx	620270	MARRIAGE AND FAMILY THERAPIST
Bx	620280	MASSAGE THERAPY ESTABLISHMENT
Bx	620290	MASSAGE THERAPIST
Bx	620300	MENTAL HEALTH COUNSELOR
Bx	620310	MIDWIFE
B+	620320	NURSING HOME
Bx	620330	OCCUPATIONAL THERAPIST
B	620340	OPTICAL ESTABLISHMENT
B	620350	OPTICIAN
B	620360	OPTOMETRY BRANCH
Bx	620370	OPTOMETRIST
B	620380	ORTHODIC FITTER
Bx	620390	ORTHODONTIST
Bx	620400	PEDORTHIST
B+	620410	PHARMACIST
B+	620420	PHARMACY
Bx	620430	PHYSICAL THERAPIST
Bx	620440	PHYSICIAN
Bx	620450	PHYSICIAN CHIROPRACTIC
Bx	620460	PHYSICIAN NATUROPATHIC
Bx	620470	PHYSICIAN OSTEOPATHIC
Bx	620480	PHYSICIAN PODIATRIC
Bx	620490	PODIATRIC PHYSICIAN LTD
Bx	620500	PROSTHETIST
Bx	620510	PSYCHOLOGIST
Bx	620520	PSYCHOLOGIST LTD LICENSE
Bx	620530	REGISTERED NURSE
Bx	620540	RESPIRATORY THERAPIST
B	620550	SPEECH LANG AUDIOLOGIST
B	620560	SPEECH LANG PATHOLOGIST

ART, ENTERTAINMENT, RECREATION

A	710000	LTD ART ENTERTAINMENT RECREATION
B	710010	AMUSEMENT ATTRACTION RIDES
B+	710030	ATHLETE AGENT
B	710040	ATHLETIC TRAINER
B+	710050	BALLROOM DANCE STUDIO
Bx	710060	BODY PIERCING
B+	710070	HEALTH STUDIO
B	710080	LOUNGES
B+	710090	TALENT AGENCY
Bx	710100	TATTOO
B	710105	THEATER W FOOD SALES

C	710110	CIRCUS
C	710120	EXTREME ENTERTAINMENT
C	710130	FAIR
C	710140	GRAPHIC ENTERTAINMENT
C	710150	SPECIAL EVENT
C	710160	VARIETY PROGRAM

ACCOMODATIONS, FOOD SERVICE

A	720000	LTD ACCOMODATION OR FOOD SERVICE
B	720010	BAR
B+	720020	FOOD CATERING
B+	720030	FOOD DELICATESSEN
B+	720040	FOOD EVENT VENDOR
B	720050	FOOD MEAT MARKET
B	720060	FOOD MOBILE VENDOR PRE PACKAGED
B+	720070	FOOD MOBILE VENDOR PREPARED FOOD
B+	720080	FOOD SERVICE
B+	720090	LODGING BED BREAKFAST
B+	720100	LODGING HOTEL
B+	720110	LODGING MOTEL
B+	720120	LODGING STR APARTMENT
B+	720130	LODGING STR RESORT CONDO
B+	720140	LODGING STR RESORT DWELLING
B	720150	LODGING STR RESORT DWELLING MGR
B+	720160	LODGING STR ROOMING HOUSE
B	720170	RECREATIONAL CAMP
B	720180	RECREATIONAL VEHICLE PARK
B+	720190	RESTAURANT
B+	720200	TRAVEL BUREAU

OTHER SERVICES

A	810000	LTD OTHER SERVICES
B	810005	DRY CLEANER LAUNDRY SERVICE
B	810030	LAUNDRY FACILITY
B+	810040	MOTOR VEHICLE REPAIR AUTO PAINT
B+	810050	MOTOR VEHICLE REPAIR GARAGE
B+	810060	PEST CONTROL SERVICE
B	810070	SEPTIC TANK SERVICE
B	810080	VEHICLE WASHING FACILITY
C	810008	FIREWORKS
C	810010	FORTUNE TELLER

PUBLIC SERVICE

A	920000	LTD PUBLIC SERVICE
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LOOKING FOR OTHER ACTIVITIES?

Applicants seeking a Class B Local County Business Tax Receipt for activities licensed, certified, registered and/or regulated by the state which are not found on this list may do the following:

- Present a Florida license, certification, registration, etc.
- Refer to a comprehensive listing of Class B activities on file with the Tax Collector's Office at:

www.polktaxes.com/occupational_search/code_detail.asp

EXEMPTION INSTRUCTIONS

To obtain an exemption, please provide a signed written request for the specific exemption you are seeking. If documentation is required to be submitted for the specific exemption, please attach the required documentation with your written request.

AVAILABLE EXEMPTIONS

SENIOR CITIZEN (Receipt Issued - No Charge)
This exemption is available to sole proprietors (individuals) upon providing personal identification indicating the applicant is sixty-five (65) years of age or older.*

DISABLED PERSON (Receipt Issued - No Charge)
This exemption is available to sole proprietors (individuals) upon providing personal identification and one or more of the following items: A disabled person parking placard; vehicle registration renewal notice indicating disabled person tag; disabled person property tax exemption; disabled person hunting license; disabled person fishing license; and/or certification from a reputable physician stating that the applicant is disabled.*

DISABLED VETERAN (Receipt Issued - No Charge)
This exemption is available to sole proprietors (individuals) who qualify for a Disabled Person exemption and also provide proof of an honorable discharge from the U.S. Armed Forces.*

WIDOW(ER) WITH MINOR DEPENDENT(S) (Receipt Issued - No Charge)
This exemption is available to sole proprietors (individuals) upon providing personal identification, proof of a deceased spouse, and at least one minor dependent (child under the age of eighteen).

WIDOW(ER) DECEASED DISABLED VETERAN (Receipt Issued - No Charge)
This exemption is available to sole proprietors (individuals) who can demonstrate they are the unremarried spouse of a deceased disabled veteran of any war in which the U.S. Armed forces participated.*

Note: Exemptions generally do not apply to those who sell intoxicating liquors, etc. or those who operate gaming devices. Also the local county business tax receipt issued with an exemption will indicate exempt status and are not transferable.

LOCAL BUSINESS TAX RECEIPTS ARE NOT NEEDED FOR THE FOLLOWING ACTIVITIES

AGRICULTURAL (Receipt Not Required)
All farm, grove, horticultural, floricultural, tropical, piscultural and tropical fish farm products manufactured therefrom shall be exempt from all local county business taxes when the same is being offered for sale or sold by the farmer or grower producing said products.*

RELIGIOUS (Receipt Not Required)
Generally no local county business tax receipt is required for practicing the religious tenants of any church.*

CHARITABLE (Receipt Not Required)
Generally no local county business tax receipt is required of any charitable, religious, fraternal, youth, civic, service, or other such organization non-profit or not-for-profit activities.*

YOUTH (Receipt Not Required)
All persons eighteen (18) years of age or younger or those persons less than twenty (20) years of age who are enrolled full-time in a daytime high school program in Polk County and who are acting as a sole proprietorship with no persons in their employment shall be exempt from the provisions of this Ordinance.*

*Consult with Florida Statutes and County Ordinance for more details.