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# LOCAL BUSINESS TAX RECEIPT CHECKLIST INDIVIDUAL PROFESSIONAL

Please print clearly and provide all required information

<b>SEC. 74-72. INDIVIDUAL PROFESSIONALS TO PAY FEE</b>
<b>Whenever in this article a license fee is provided for architects, auctioneers, auditors, accountants, dentists, draftsmen, civil engineers, lawyers, osteopaths, chiropractors, chiropodists, physicians or surgeons, real estate salesmen, or other similar professions, such provision shall be construed to require that each individual shall pay the tax herein provided, whether practicing by himself or in partnership or employed by another. (Code 1981, § 10-17)</b>
<b>Please be aware that if you fail to pay the tax and obtain a receipt, you will be subject to fines and further costs.</b>

**A BUSINESS TAX RECEIPT WILL NOT BE ISSUED WITHOUT THE FOLLOWING:**

**ALL APPLICATIONS MUST BE COMPLETED IN FULL WITH REQUIRED DOCUMENTS BELOW:**

<b>1. Copy of Driver's License, Date of Birth</b>
<b>2. Copy of State License/Registration (all licensed professionals)</b>
<b>3. Verification of employment on company letterhead (must specify business location and individual professional's name)</b>

*Tax fees vary – an average tax fee runs between \$12.50 - \$150.00*

## TRANSFER OF LOCAL BUSINESS TAX RECEIPT

<b>To transfer a Local Business Tax Receipt from one location in the City to another, you must provide a copy of the documentation above that applies to your business and you must surrender your original Local Business Tax Receipt.</b>
<b>Local Business Tax Transfer Fee: 10% of the annual license tax, minimum of \$3.00 and maximum of \$25.00</b>

