



The information checked below is required to complete the registration for your Local Business Tax Receipt (Occupational License). Please include the following, if applicable, with your registration:

- If your business is home-based, you must contact Alachua County Codes Enforcement, 10 SW 2<sup>nd</sup> Ave, Gainesville, FL 32601 (352) 374-5243 about obtaining a Home Occupational Permit prior to registering for the Local Business Tax.
- A copy of your Florida driver's license or Florida identification card.
- A copy of any Florida state license or certification required for your profession or occupation.
- Completed affidavit for either your Federal Employer Identification Number or your Social Security Number.
- The physical address where the business is located. A post office box will only be accepted as a mailing address.
- If a fictitious name is being used, please include proof of registration with the State of Florida.

Additional information may be required. Please allow three to five business days for your registration to be approved.