


Digital City Hall

Business Tax Receipt Declaration Confirmation

Step by Step


Once you log in at <https://digital.cityoforlando.net/Views/Login>


Click My Business Tax Receipt (highlighted below)



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Links
Links to forms and other information.
[Flower Regulations](#)
[Business Tax Information](#)

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Then click on the drop-down box and select "Business Tax Receipt". Be sure that "ALL" is selected under Application Status and that the date range is 2000 thru current date. Then proceed to Search.

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My Business Tax Receipts
Business Tax Receipt information associated with Pamela Wilson
Search Criteria
My Applications Information
☐ Select application type (Optional).
☐ Select application status.
☐ Select the dates.
☐ Click "Search".
Application Type:
Business Tax Receipt
Application Status:
☐ In Progress ☐ Closed ☒ All
Application Between Dates:
From* 7/1/2000 **To*** 7/1/2020
Search

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Once you see your business tax receipts listed. Click Edit under the Action column for the business tax receipt that needs to have the declaration variable information confirmed.

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My Business Tax Receipts
Business Tax Receipt information associated with BTR Test
Search Criteria **Search Result - 2**

BUS #	Type	Address	Actions
BUS-0000180	Business Tax Receipt	4215 LINDY CIR ORLANDO FL	Summary Edit Fees
BUS-1053591	Business Tax Receipt	4241 L B MCLEOD RD ORLANDO FL	Summary Fees

To create a printable report of the search result [Click here](#)

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Then click Edit on the row next to the word Declaration. The second Edit from the bottom.



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Edit/Modify Application # BUS-0000180

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Business License Information Confirmation

To submit your application:
☐ Confirm the declaration information is correct.
If changes need to be made click the appropriate "Edit" button.
☐ Click the "Apply/Save" button to submit your declaration.

License Information To Be Submitted

Business Name: PABLO C SANTOS CUSTOM BROKER S
Business Type: None
License Type: Business Tax Receipt
Business Description: Custom Brokerage Services.
Business Location: 4215 LINDY CIR ORLANDO FL

Edit

Primary Contact Name: CUSTOMS BROKER SUPPLIERS CBS INC
Address: 4215 LINDY CIRCLE ORLANDO FL 32817
Phone: (407)857-8814

Edit

Name	Address	Contact Type
CUSTOMS BROKER SUPPLIERS CBS INC	1706 MANDAVILLA DR	Business Owner
BTR Test	400 S Orange Ave	

Edit

Declarations

Edit


No attachment uploaded.

Cancel

Save

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The Application Details screen is where the declaration variables are shown. To complete the declaration variable information, select the Confirm checkbox. Review the declaration variable information. if this information needs to be updated. Click the update button next to the field that will be updated.

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Edit/Modify Application # BUS-0000136

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
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Application Details

☐ Enter in the details.
☐ Select "Summary"
Business Tax Receipt Details

Make the necessary edits to the declarations. Once you are satisfied with the changes, select the "Confirm" check box. If there are no changes please select "Confirm" , to confirm the information reflected below is correct. If you have any questions and would like to be contacted by City Staff, select the "Contact Owner" checkbox.

☒ **Confirm** ☐ Contact Owner ☐ Close Business

Business Types


Status	Business Type	Year	Opened Date	Closed Date
Locked	LAWN MAINT SERVICE	2020	7/28/2004	
Updated	LAWN MAINT SERVICE	2021	7/28/2004	

Declarations

Status	Business Type	Item ID	Amount	
Locked	LAWN MAINT SERVICE	Square Footage	1	
Locked	LAWN MAINT SERVICE	Number of Employees	1	
Updated	LAWN MAINT SERVICE	Square Footage	1	Update
Updated	LAWN MAINT SERVICE	Number of Employees	1	Update

☐ Information shown is accurate and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented such fact may constitute a criminal violation of the Orlando City Code Section 43.16 and may be just cause for revocation of any business tax receipt issued.

[Cancel](#) [Summary](#)



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BUS Number

Applicant

Address

Edit/Modify Application # BUS-0000136

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Application Details

Enter in the details.

Select "Summary"

Business Tax Receipt Details

Make the necessary edits to the declarations. Once you are satisfied with the changes, select the "Confirm" check box. If there are no changes please select "Confirm", to confirm the information reflected below is correct. If you have any questions and would like to be contacted by City Staff, select the "Contact Owner" checkbox.

Confirm

Contact Owner

Close Business

Business Types

Status	Business Type	Year	Opened Date	Closed Date
Locked	LAWN MAINT SERVICE	2020	7/28/2004	
Updated	LAWN MAINT SERVICE	2021	7/28/2004	

Declarations


Status	Business Type	Item ID	Amount	
Locked	LAWN MAINT SERVICE	Square Footage	1	
Locked	LAWN MAINT SERVICE	Number of Employees	1	
Updated	1137	Square Footage	1000	<div>Save</div> <div>Cancel</div>
Updated	LAWN MAINT SERVICE	Number of Employees	1	<div>Update</div>

Information shown is accurate and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented such fact may constitute a criminal violation of the Orlando City Code Section 43.16 and may be just cause for revocation of any business tax receipt issued.

Cancel

Summary

Select the check box below confirming the information is accurate and correct. Then click the Summary button.

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Edit/Modify Application # BUS-0000136

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	----------------	-------------	--------------------------

Application Details

☐ Enter in the details.
☐ Select "Summary"

Business Tax Receipt Details

Make the necessary edits to the declarations. Once you are satisfied with the changes, select the "Confirm" check box. If there are no changes please select "Confirm" , to confirm the information reflected below is correct. If you have any questions and would like to be contacted by City Staff, select the "Contact Owner" checkbox.

☒ Confirm ☐ Contact Owner ☐ Close Business

Business Types

Status	Business Type	Year	Opened Date	Closed Date
Locked	LAWN MAINT SERVICE	2020	7/28/2004	
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Declarations

Status	Business Type	Item ID	Amount	
Locked	LAWN MAINT SERVICE	Square Footage	1	
Locked	LAWN MAINT SERVICE	Number of Employees	1	
Updated	LAWN MAINT SERVICE	Square Footage	1000	Update
Updated	LAWN MAINT SERVICE	Number of Employees	1	Update

☒ Information shown is accurate and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented such fact may constitute a criminal violation of the Orlando City Code Section 43.16 and may be just cause for revocation of any business tax receipt issued.

[Cancel](#) [Summary](#)

Review the summary information. If it is correct, click Save.



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Edit/Modify Application # BUS-0000136

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation									
<div>Business License Information Confirmation</div> <div>To submit your application:</div> <div><div><input type="checkbox"/> Confirm the declaration information is correct. If changes need to be made click the appropriate "Edit" button.</div><div><input type="checkbox"/> Click the "Apply/Save" button to submit your declaration.</div></div> <div>License Information To Be Submitted</div> <div><div>Business Name: TWS LAWN SERVICE INC</div><div>Business Type: None</div><div>License Type: Business Tax Receipt</div><div>Business Description: Lawn Service (STICKER 0054 2019-2020)</div><div>Business Location: 3133 SAGAMORE ST ORLANDO FL</div><div>Primary Contact Name: TWS LAWN SERVICE INC</div><div>Address: 3133 SAGAMORE ST ORLANDO FL 32827</div><div>Phone: (407)851-0029</div></div> <div><div>Edit</div><table><tr><th>Name</th><th>Address</th><th>Contact Type</th></tr><tr><td>TWS LAWN SERVICE INC</td><td>3133 SAGAMORE ST</td><td>Business Owner</td></tr><tr><td>BTR Test</td><td>400 S Orange Ave</td><td></td></tr></table></div> <div><div>Edit</div>Declarations</div> <div><div>Edit</div>No attachment uploaded.</div>							Name	Address	Contact Type	TWS LAWN SERVICE INC	3133 SAGAMORE ST	Business Owner	BTR Test	400 S Orange Ave	
Name	Address	Contact Type													
TWS LAWN SERVICE INC	3133 SAGAMORE ST	Business Owner													
BTR Test	400 S Orange Ave														

Cancel

Save

You have completed the declaration process.



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New Application for BTR Test

Application Status

You have successfully submitted your Business Tax Receipt declarations.

License Number: BUS-0000136

License Type: Business Tax Receipt

License Description: Lawn Service (STICKER 0054 2019-2020)

Site Location: 3133 SAGAMORE ST ORLANDO FL

Business Name: TWS LAWN SERVICE INC

Primary Applicant: TWS LAWN SERVICE INC

Milestone: Pending Invoice

Application Checkstatus

GenInvoice must be resulted	Pending
- Add fees and invoice	No approval code

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