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)

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.

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.

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

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Business Tax Receipt
- My Business Tax Receipts

Fees
- My Fees

Lookup Business Tax Receipt
- BUS Number
- Applicant
- Address

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**

Contact Us

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.

Once updated click the Save button next to the updated amount.

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

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Lookup Business Tax Receipt
- BUS Number
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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	
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	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.

You have completed the declaration process.