


# 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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**Look Up**



- [My Business Tax Receipts](#)
- [My Greenwood Cemetery Plot Applications](#)

**Pay Fees**



- [Pay fees for your Business Tax Receipts](#)
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**Links**


Links to forms and other information.

- [Flower Regulations](#)
- [Business Tax Information](#)

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Then click BUS Number (highlighted below) to search by your business tax receipt #.



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

**My Applications Information**


- Select application type (Optional).
- Select application status.
- Select the dates.
- Click "Search".

**Application Type:**  

-- Select One --

**Application Status:**  
☐ In Progress ☐ Closed ☒ All  
**Application Between Dates:**  
From\*  To\*   
[Search](#)

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**License Application Lookup**  
Here you may choose to search for license by license number, applicant, or address.  
From the search result, you can view license details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print license.  
**License # Search** **Applicant Search** **Address Search**  
**To search for an application:**

- Enter the Application Number including the prefix (e.g BUS-12345, MPL2017-12345).
- Click "Search".

**Application #:**   
[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
<a href="#">BUS-0000180</a>	Business Tax Receipt	<a href="#">4215 LINDY CIR ORLANDO FL</a>	<a href="#">Summary</a>   <a href="#">Edit</a>   <a href="#">Fees</a>
<a href="#">BUS-1053591</a>	Business Tax Receipt	<a href="#">4241 L B MCLEOD RD ORLANDO FL</a>	<a href="#">Summary</a>   <a href="#">Fees</a>

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
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**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


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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**Lookup Business Tax Receipt**

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- [Applicant](#)
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**Edit/Modify Application # BUS-0000136**

<a href="#">License Type</a>	<a href="#">Business Site Location</a>	<a href="#">Applicant Information</a>	<a href="#">Additional Applicants</a>	<b>Details</b>	<a href="#">Attachments</a>	<a href="#">Application Confirmation</a>
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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	<a href="#">Update</a>
Updated	LAWN MAINT SERVICE	Number of Employees	1	<a href="#">Update</a>

☐ 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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**Fees**

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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

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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	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Updated	LAWN MAINT SERVICE	Number of Employees	1	<input type="button" value="Update"/>

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Cancel
Summary

Then click the Summary button.

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**Edit/Modify Application # BUS-0000136**

<a href="#">License Type</a>	<a href="#">Business Site Location</a>	<a href="#">Applicant Information</a>	<a href="#">Additional Applicants</a>	<b><a href="#">Details</a></b>	<a href="#">Attachments</a>	<a href="#">Application Confirmation</a>
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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**

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Updated	LAWN MAINT SERVICE	Number of Employees	1	<a href="#">Update</a>

☒ 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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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:

TWS LAWN SERVICE INC

Business Type:

None

License Type:

Business Tax Receipt

Business Description:

Lawn Service (STICKER 0054 2019-2020)

Business Location:

3133 SAGAMORE ST ORLANDO FL

Primary Contact Name:

TWS LAWN SERVICE INC

Address:

3133 SAGAMORE ST ORLANDO FL 32827

Phone:

(407)851-0029

Edit

Name	Address	Contact Type
TWS LAWN SERVICE INC	3133 SAGAMORE ST	Business Owner
BTR Test	400 S Orange Ave	

Edit

Declarations

No attachment uploaded.


Cancel

Save

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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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