



WHO NEEDS A BUSINESS TAX RECEIPT?

Any new business that plans to operate in Weston is required to apply for a *Business Tax Receipt* (BTR) before engaging in any business in the City, including home-based businesses. The purpose of the law enacted by the Florida Legislature is to prevent fraud so that businesses are properly licensed and have met all necessary requirements to operate.



For detailed information, visit: [Business Tax Receipts](#)

HOW TO OBTAIN A BUSINESS TAX RECEIPT (BTR)

STEP ONE - Obtain a Certificate of Use

In accordance with City Code, a City of Weston Certificate of Use, issued by the City's Building Code Services Department, is required prior to applying for a Business Tax Receipt.

STEP TWO - Submit a Business Tax Receipt Application

Download your BTR [Application](#) or pick up an application at City Hall.

STEP THREE - Payment due within 30 days

WHERE DO I FILE THE BTR APPLICATION?

Completed BTR applications, including required documentation copies and applicable fee are accepted and processed at Weston City Hall.

The following documents are required upon filing your Business Tax Receipt application:

- Copy of Certificate of Use (CU)
- Fictitious Name Registration
- Federal Employer Identification
- Payment

If you have questions regarding Business Tax Receipts or the online application process, please contact the Weston Business Tax Coordinator at 954-385-2000, stop by Weston City Hall at 17200 Royal Palm Boulevard, or send an email to BTR@westonfl.org.

City of Weston Business Tax Receipt	
Receipt Effective: 10/01/2015 - 09/30/2016	Name and Address of Business: SAMPLE Corporation 3900 Gladiol Circle Weston, Florida 33327
Contact Information: Name: John Smith Phone: (954) 395-2000	
Business Tax Category: General Business (all other Businesses)	
RECEIPT NO. 2016-978	
<small>1. This receipt MUST be renewed on or before September 30th of each year. Business Tax renewals are the responsibility of the business and shall occur during the 90-day period prior to September 30th of each year. Renewal notices are provided as a courtesy and are not required for renewal purposes. 2. This receipt MUST BE DISPLAYED within 10 FEET of the entrance inside your business establishment. 3. The City of Weston must be notified of any changes of name, address or ownership.</small>	
09/09/2015 Date Issued	<i>David E. Heller</i> David E. Heller, Assistant City Manager/CTO
City of Weston Business Tax Receipt	
General Business (all other Businesses)	\$260.46
RECEIPT NO. 2016-978	TOTAL BUSINESS TAX: \$260.46