



## CITY OF WINTER SPRINGS, FLORIDA

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1126 EAST STATE ROAD 434  
WINTER SPRINGS, FLORIDA 32708-2799  
Telephone (407) 327-1800 Fax (407)327-4784

Dear Business Owner,

On behalf of Mayor Charles Lacey, the City Commission, and City Manager Kevin Smith we thank you for doing business in Winter Springs.

The following checklist has been put together to help you prepare and expedite the issuance of your Winter Springs/Seminole County Business Tax Receipt.

- The Winter Springs/Seminole County Business Tax Receipt Application must be completed and signed by an owner, partner, or officer of the corporation, or LLC.
- The form must contain a Federal Employer Identification Number or a Social Security Number. Florida Statute 205.0535(5) states "a receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed".
- A copy of the owner & co-owner's valid driver license.
- Proof of occupancy from a lease or title for the business address.
- A copy of any State licensing, certification, or registration (if applicable).
- Fictitious Name Registration issued by the Florida Secretary of State. Online information and filing is available at [www.sunbiz.org](http://www.sunbiz.org). A Fictitious Name Registration is required for anyone conducting business and using a business name that does not fall under the State of Florida exemption guidelines in Florida Statute 205.023.
  - Licensed attorney forming a business for the practice of law in the state of Florida.
  - Registered with the Department of Business and Professional Regulation or the Department of Health and their licensing board have not imposed requirements for the registration as a fictitious name.
  - Corporation, partnership or other legal entity filed or registered and in good standing with the Division of Corporations and is not transacting business under any other name.
  - Name(s) (first and last) of the owner(s) is/are the business name.
- Florida Sales Tax Number issued by the Florida Department of Revenue.
- Zoning approval – it is the responsibility of all businesses located in the city of Winter Springs to receive zoning approval prior to conducting business. To check zoning requirements for your location you may call Bobby Howell, Senior Planner, at 407-327-1800 or e-mail him at [bhowell@winterspringsfl.org](mailto:bhowell@winterspringsfl.org).
- Payment for your City of Winter Springs/Seminole County Business Tax Receipt.

**Transfers:** If there is any change in your business name, location (including suite number), or ownership, an application must be submitted for transfer of your Business Tax Receipt(s). Your current Business Tax Receipt must be surrendered prior to issuance of your new Business Tax Receipt. A transfer fee will apply.

**Seminole County Business Tax Receipt:** The City of Winter Springs has a partnership with Seminole County that allows Winter Springs to issue both your Seminole County and your City of Winter Springs Business Tax Receipts.

Submittal of this application for a City/ County Business Tax Receipt does not permit the applicant to operate or engage in any type of business, profession, or occupation until the Business Tax Receipt is issued.

**Additional Business Tax Receipt Information:**

Additional information regarding your Business Tax Receipt can be requested by e-mail: [skenahan@winterspringsfl.org](mailto:skenahan@winterspringsfl.org) or by calling Shannon Kenahan, Revenue Analyst, at 407-327-5951.

***THE CITY OF WINTER SPRINGS WELCOMES YOUR BUSINESS!***