

# CITY OF PANAMA CITY BEACH

## REGISTRATION FORM FOR MERCHANT GROSS SALES

<b>(1) Type of Business:</b>	Owner's Name:
Owner's Mailing Address:	Owner's Telephone Number:
City/State/Zip:	Owner's Email Address:
FEIN/Last Four Digits of SS Number:	<b>(2) State Sales Tax Certificate Number:</b>
<b>(3) Business Name or Corporate Name:</b>	Business Location Address:
Business Telephone Number:	Contact Name:
Email Address:	<b>(4) Business to Begin On:</b>

### 1% Monthly Gross Sales

Declaration: It shall be unlawful for any person to exercise any of the privileges or to carry on or engage in or conduct any of the businesses, occupations, or professions herein specifically enumerated without paying a business tax at the time and in the amount herein provided, or fail to make reports to the city clerk as provided herein, or to violate any other provisions of this chapter. (PCB Code of Ord. Sec. 14-2) By providing an e-mail address above, you consent to electronic communication, reporting and filing. Under penalty of perjury, I declare that I have read the foregoing document and the facts stated are true.

#### OFFICE USE ONLY

**Business Account Number:** \_\_\_\_\_ **Issued:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**PLEASE EMAIL FORM TO: [BUSINESSTAX@PCBFL.GOV](mailto:BUSINESSTAX@PCBFL.GOV)**

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### INSTRUCTIONS

1. Please indicate the type of business you are operating. Provide the owner contact information; name, mailing address, telephone number and email address. The owner's Federal ID or the last four digits of social security number is required.
2. Each business must be registered with the Florida Department of Revenue for state sales tax purposes. If you have not yet received your certificate number please indicate "applied for". For further information contact the Florida Department of Revenue at [www.floridarevenue.com/taxes/](http://www.floridarevenue.com/taxes/).
3. If a business is operating as a Corporation or LLC it must be registered with the State of Florida at [www.sunbiz.org](http://www.sunbiz.org) per (FS) 205.023.
4. This is the date you officially open your business to the public and start the collection of gross sales.

**For Questions:** 850-233-5100  
ext. 2305 Lauryn Pumphrey  
ext. 2318 Terri Jordan  
ext. 2252 Lise-Lott Phlegar

**Return To:**  
City of Panama City Beach  
Business Tax Registration  
116 S. Arnold Road  
Panama City Beach, FL 32413  
Email: [businessstax@pcbfl.gov](mailto:businessstax@pcbfl.gov)