CITY OF PANAMA CITY BEACH
REGISTRATION FORM FOR MERCHANT GROSS SALES

(1) Type of Business:	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:	**(2) State Sales Tax Certificate Number:**
(3) Business Name or Corporate Name:	Business Location Address:
Business Telephone Number:	Contact Name:
Email Address:	**(4) Business to Begin On:**

You are solely responsible for accurately reporting gross sales for tax purposes, and the City is not liable for over-reporting or obligated to refund any voluntary overpayments.

Acknowledgement of Registration _____ Date:_____

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

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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/.
3. If a business is operating as a Corporation or LLC it must be registered with the State of Florida at 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. 6860 Lauryn Pumphrey
ext. 6861 Lise-Lott Phlegar
ext. 6862 Terri Jordan

Return To:
City of Panama City Beach
Business Tax Registration
17005 Panama City Beach Parkway
Panama City Beach, FL 32413
Email: businesstax@pcbfl.gov