



Business Tax Receipt (BTR) Requirements

1. **Department of State/Sunbiz Registration (Business/Fictitious name)** – A business that does not include the full first and last name of the business owner is considered a fictitious name and must be registered with the Florida Secretary of State's Office **Website** www.sunbiz.org **Telephone number** 850-845-6058
2. **Business Federal I.D. number (FEIN/EIN)** – Federal I.D. numbers are obtained from the U.S. Internal Revenue Service (IRS) **Website** www.irs.gov **Telephone number** 800-829-3676
3. **Florida License, Registration and/or Certification (DBPR Certificate/License)** – Almost all businesses are required to be licensed by the state. The Florida Department of Business & Professional Regulations issues most licenses **Website** www.myfloridalicense.com/dbpr/ **Telephone number** 850-487-1395
4. **Florida Department of Health** – When business are health related ex. Doctors, Dentists, Tattoo Studios must provide a copy of their license which is issued by the Department of Health **Website** www.floridahealth.gov **Telephone number** 850-245-4444
5. **Florida Department of Financial Services** – A license/certificate is required in the state of florida to sell insurance **Website** www.myfloridacfo.com/Division/Agents/
6. **Florida Sales Tax Certificate (when applicable)** – To obtain a Florida Sales Tax Number or resale number, contact the Florida Department of Revenue. **Website** www.myflorida.com/dor **Lakeland Office Telephone number** 863-499-2260
7. **Polk County Business Tax Receipt** – Required for all businesses in Polk County **Website** www.polktaxes.com **Telephone number** 863-534-4700