

## **Business Tax Receipt Renewals Frequently Asked Questions**

### **When are notices mailed?**

All notices are mailed June 30<sup>th</sup>.

### **When is my renewal due?**

All renewals must be received or postmarked by September 30<sup>th</sup>.

### **What if I did not receive the notice?**

Please call our office at 561-799-4267 or email [business@pbgfl.com](mailto:business@pbgfl.com) to receive a copy of the notice. Please check and make sure the mailing address the City has on file is correct.

### **The mailing address has changed. How do I update the information with the City?**

In order to change the mailing address, the City requires written notification. You can fax the notification to (561) 799-4281 or email [business@pbgfl.com](mailto:business@pbgfl.com).

### **What method of payment does the City accept?**

The City accepts checks, cash, money orders, MasterCard or VISA as methods of payment. (Note: In order to pay by credit card, fees must be less than \$5,000. Credit cards are not accepted over the phone and the credit card must be present in order to pay in person). Checks must be made payable to the City of Palm Beach Gardens.

### **Where do I mail my payment and state license (if required)?**

Please mail payment to: 10500 N Military Trail, Attn: Cashier's Office, Palm Beach Gardens, FL 33410

### **Are renewals available online?**

Renewals are not available online.

### **What if the amount is incorrect?**

Please contact Business Services at (561) 799-4267 or email [business@pbgfl.com](mailto:business@pbgfl.com).

### **What if I have changes on the Business Tax Receipt (change of name, ownership, address)?**

You are required to submit a transfer application and pay the applicable transfer fees. Please log on to the City's website at [www.pbgfl.com](http://www.pbgfl.com) for forms and information. Please be advised that the business tax receipt will not be issued until changes are approved by all applicable departments.

### **The City is requesting a copy of my state license. This has never been required before. Has something changed?**

Due to a recent change in state law, all businesses that are regulated by a state agency are required to produce a copy of a state license when renewing the business tax receipt.

### **My business is no longer located in Palm Beach Gardens. How do I notify the City?**

Please mail written notification to 10500 N Military Trail, Palm Beach Gardens, FL 33410, Attn: Business Tax Receipts. You can also fax notification to (561) 799-4281 or email [business@pbgfl.com](mailto:business@pbgfl.com).

### **What if I need more time to renew?**

Unfortunately, the due date is mandated by state law and the City does not have the authority to extend the due date. Penalties will apply as of October 1<sup>st</sup>.

### **Who do I call for questions?**

Please contact the City's Business Services Division at (561) 799-4267 or email [business@pbgfl.com](mailto:business@pbgfl.com).