



Apply for a Local Business Tax Receipt

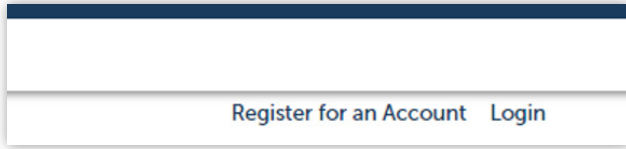
Steps to apply for a Local Business Tax Receipt Application



The steps listed below provide instructions to submit a Local Business Tax Receipt application.

1. Click the link <https://aca-prod.accela.com/WESTON>

2. Click **Register for an Account** or **Login** if you already have an Accela account.



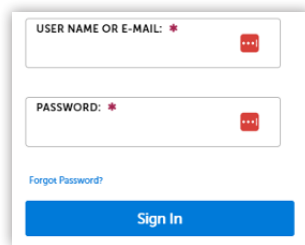
3. **Click No** when it asks Are you applying for a Building or Engineering permit as a Licensed Contractor or Permit Runner?

4. Login Information: Step 2 of 3: Account Details **Fill out Required Fields. Click Continue.**

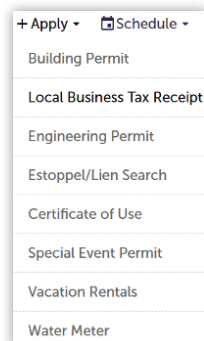
5. Select Contact Type: Step 3 of 3: Contact Details **Select Organization** and **Fill out Required Fields. Click Submit.**

6. **Click Login Now.**

7. Sign in with User Name or Email and password. **Click Sign In.**



8. Select **Apply** from the Navigation menu and select **Local Business Tax Receipt.**



9. Review the **General Disclaimer** and select the box next to 'I have read and accepted the above terms' to accept.

10. Select **Continue Application.**

11. **Step 1: Business Information.** Enter in **Existing Local Business Tax Renewal** your **Notice Business Tax Number** only if received a "Notice Business Tax Number" from the City of Weston. Leave box empty if you did not receive a number.

Business Information:

Enter Business Owner or Corporation Name.
Enter Business Name (DBA).

Business Detail:

- Enter FEIN Number (DO NOT enter Social Security Number).
- NAICS: Enter a North American Industry Classification System number for data collection purposes.
- Number of Employees: Add for data collection purposes.
- Enter Category of Business.
- Start Date of the Business (if new Business).
- Description of Services Offered: provide information on the type of services offered so that the City can make sure your classification is correct.

Location Address in Weston:

Enter Address information.

Contact: *This email will be used for time sensitive communications

Select from Account or Add New.

Additional Contacts:

Select from Account or Add New.

12. Select **Continue Application.**

Apply for a Local Business Tax Receipt (Steps Continued)

13. Select **Continue Application**.

14. **Step 2: Review.** Please review all information. Click the “Edit” buttons to make changes. If information is correct, check box agreeing to electronically signing and filing the application and select **Continue Application**.

15. If you are submitting a new application, you will get a message that says, “Your application has been successfully submitted”. Please go to **View Record Details** for status update as payment will not need to be made until the file is reviewed. You will receive an invoice or notification to your status when payment is required.

1 Business Information

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is LBTR-000049.

You will need this number to check the status of your application. Please print a copy of your record.

Choose “View Record Details” to check status, or make other updates.

[View Record Details >](#) (Please check regularly for status updates.)

16. If you entered a **Notice Business Tax Number** then your next step is **Step 3: Pay Fees**.

17. **Step 3: Pay Fees** Select **Continue Application**.

18. Pay Fees by Credit Card.

19. Enter credit card information and **Click Submit Payment**.

20. The Local Business Tax Receipt will be sent via email.

21. To view the progress from the **Home** screen, you must be logged in, click **My Records**, then click the arrow next to **Business Tax** to select the **Record Number** of the file you want to see. click **Attachments** to see documents you uploaded and this is where your Local Business Tax Receipt will be available for download, Click **Payments** to make payment if required.

THE CITY OF WESTON
FLORIDA

Home Search Apply

My Dashboard

My Records

Business Tax

Business Tax

Showing 1-3 of 3 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	08/14/2023	LBTR-000048	Local Business Tax Receipt
<input type="checkbox"/>	08/09/2023	LBTR-000047	Local Business Tax Receipt
<input type="checkbox"/>	08/09/2023	LBTR-000046	Local Business Tax Receipt