

**DIRECTORY ASSISTANCE
CITY OF PUNTA GORDA**

<http://www.ci.punta-gorda.fl.us/>

Office of the City Clerk
326 West Marion Avenue
Punta Gorda, FL 33950
Local Business Tax Receipts
(941) 575-3369

Billing & Collection Division
Utility Accounts
(941) 639-2528

Building Division
(941) 575-3324
Permits, Certificate of Occupancy

Fire Department/Fire Marshal
Fire Safety Inspections
(941) 575-5542

Public Works/Sanitation Division
Dumpsters/Trash Collection
(941) 575-5050

Urban Design Division
Zoning and Signage

STATE OF FLORIDA
<http://www.myflorida.com/>

Department of State
Division of Corporations
(850) 488-9000

Fictitious Name Registration
(850) 245-6058
<http://sunbiz.org>

Department of Business & Professional
Regulation Division of Professions
(850) 487-2252
www.myfloridalicense.com/dbpr/pro/index.html

Division of Hotels & Restaurants
(850) 487-1395
www.myfloridalicense.com/dbpr/hr

Division of Alcoholic Beverages & Tobacco
Tallahassee
(850) 488-8284
Fort Myers Region
(239) 344-0885
<http://www.myfloridalicense.com/dbpr/abt/>

Department of Agriculture & Consumer
Service
Food Service Inspections
(800) 435-7352
<http://www.freshfromflorida.com/Divisions-Offices/Food-Safety>

Department of Economic Opportunity
Business Growth and Partnerships
Unemployment/Reemployment
Required Employee Posters
(850) 245-7105
<http://www.floridajobs.org/>



ELECTED CITY OFFICIALS

District 1- Jaha Cummings

District 2 - Rachel Keesling
Mayor

District 3 – Gary Wein
Vice Mayor

District 4 – Lynne Matthews
Councilmember

District 5 - Nancy Prafke
Councilmember

APPOINTED CITY OFFICIALS

Howard Kunik, City Manager
Karen Smith, City Clerk
David Levin, City Attorney



**BUSINESS TAX
AND
SMALL BUSINESS
START UP
GUIDE**

**Congratulations on your new
business!**

Compliments of the City of Punta Gorda, this brochure will provide you with basic guidelines and information regarding local, State and Federal requirements for starting a business in the City of Punta Gorda, Florida. While this is not a complete list, it is a great starting point for your future success.

We welcome you to the Punta Gorda Business Community! Please contact the City Clerk's Office if we can be of any further assistance.



Sole Proprietorship, Partnerships and Corporations

Your first decision as a business owner is to determine the legal structure of your business. Your choice determines what kind of taxes the business must pay, who's liable and what forms are necessary.

There are four main choices: 1) Sole proprietorship; 2) Partnership; 3) Corporation; 4) Limited Liability Company. In a sole proprietorship, the owner has absolute authority over all business decisions. In a partnership, two or more partners share control.

Any entity transacting business as a corporation is required to file documents of incorporation or authorization with the Division of Corporations and pay the filing fee. Contact the Florida Department of State, Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314, (850) 245-6058, www.sunbiz.org.

If you are forming an S corporation, you must also file Form 2553 with the Internal Revenue Service.

State of Florida

Many businesses and professions are licensed by the State. To determine what type of licensing is required for your new business, contact the Department of Business and Professional Regulation, Customer Contact Center, 1940 N. Monroe St., Tallahassee, FL 32399-1027 (850) 487-1395, or online at <http://www.myfloridalicense.com/dbpr/pro/index.html>

Fictitious Names

If your business will use any name other than the owner's legal name or a properly registered corporate name, a fictitious name (also referred to as a D/B/A) must be registered with the State. Forms and additional information are available from the Florida Department of State, Fictitious Name Registration, P.O. Box 1300, Tallahassee, FL 32302, (850) 245-6058, <http://sunbiz.org>.

LOCAL BUSINESS TAX RECEIPTS

City of Punta Gorda

Businesses located within the City limits of Punta Gorda require a Local Business Tax Receipt. Application forms are available from the City Clerk's office, 326 W. Marion Ave. Punta Gorda, FL 33950, (941) 575-3369, or online at <http://www.ci.punta-gorda.fl.us/>

Charlotte County

City businesses must also obtain a tax receipt from Charlotte County

Local taxes apply in some circumstances. For more information contact the Charlotte County Tax Collector, 410 Taylor Street, Punta Gorda, FL 33950. (941) 743-1350
Website: www.cctaxcol.com
Or 18500 Murdock Circle Port Charlotte, FL 33948, (941) 743-1911

<http://taxcollector.charlottecountyfl.gov/businesses.html>

NOTE: Businesses located in unincorporated Punta Gorda are required to obtain a Charlotte County Business Tax Receipt only.

TAXES

Depending on the nature of your business, the amount and type of taxes due as well as other reporting requirements will vary. Things to consider are the legal organization of the business and whether you hire employees. The main types of federal and State business taxes are listed below:

Federal Taxes

A federal Employer Identification Number (obtained by filing form SS-4) is issued to most businesses. Federal forms and publications are available by calling (800) 829-3676 or online at <http://origin.irs.com/>

The Internal Revenue Service can provide information to employers on withholding and Social Security taxes. Call (800) 829-4933 with questions and requests for assistance

State Taxes

If your business will involve taxable transaction, you must register as a sales and use tax dealer before you begin conducting business. Form DR-1 must be completed. You are responsible for collecting sales tax at the time of each sale and remitting the tax each month to the Department of Revenue. Other taxes collected by the DOR include county discretionary sales surtaxes and corporate income taxes. Contact the DOR at (800) 352-3671 or visit

<http://dor.myflorida.com/>

Businesses with one or more employees may need to pay taxes to the State Unemployment Compensation Program. Employers pay a quarterly tax based on taxable payroll and benefits. Information and forms are available from the DOR website or, for more details, call Taxpayer Services at (800) 482-8293.

Minimum Wage

Florida's minimum wage applies to all employees covered by the federal minimum wage law. For more details contact the US Department of Labor, Frances Perkins Building, 200 Constitution Avenue NW, Washington, DC 20210 (866) 487-9243

<http://www.dol.gov/whd/minimumwage.htm>

Required workplace display posters and notices can be found online by visiting <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notices>

Workers' Compensation

If your business has four or more employees, or is a construction related business with employees, workers' compensation coverage is required. For more information, contact your insurance carrier or the Florida Department of Financial Services, Division of Workers' Compensation, Bureau of Compliance, 200 E. Gaines St., Tallahassee, FL 32399-4120, (850) 413-1601,

<http://www.myfloridacfo.com/division/wc/>

RESOURCES

- Florida Small Business Development Centers (850) 473-7800 <http://floridasbdc.org/>
- SCORE Small Business Development Centers (800) 634-0245 <https://www.score.org/>
- Florida Virtual Entrepreneur Center <http://www.flvec.com>
- Florida Department of Revenue Start-Up Kit http://dor.myflorida.com/dor/businesses/newbusiness_startup.html
- Florida Trend's Florida Small Business <http://www.floridatrend.com/small-business>
- State of Florida Doing Business in Florida <https://www.stateofflorida.com/>
- US Small Business Administration <https://www.sba.gov/>