

# Important Local Business Tax Receipt Dates

All Local Business Tax Receipts shall be sold beginning on July 1 of each year; are due and payable on or before September 30 of each year, and expire on September 30 of the succeeding year.

- July 1: Local Business Tax Receipt renewals begin
- September 30: Local Business Tax Receipt expires
- October 1: Local Business Tax Receipt becomes delinquent

## **Change of Mailing Address Only**

If the business location remains the same, but only your mailing address has changed, then the information can be submitted in writing to make the change.

Please write the new mailing address on the current Local Business Tax renewal or receipt along with the wording “Mailing address change only; we have not moved business from the location shown”. Sign, date and return the Local Business Tax renewal or receipt to our office by mail, fax, email or in person.