NORTH PORT
ECONOMIC DEVELOPMENT

Business Tax Receipt Guide

This guide explains how to use the Accela Citizen Access (ACA) website to apply for a new City of North Port Business Tax Receipt and how to renew an existing one. Use the table below to go straight to the section you need.

What you need to do	Page
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Questions? Contact the Economic Development Team at 941-429-7029.

Apply for a New Business Tax Receipt

Step 1: Log in to ACA

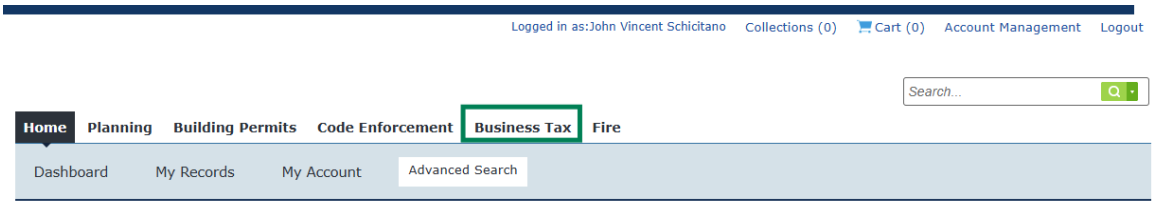
Go to the **Accela Citizen Access (ACA)** website and log in:

https://aca-prod.accela.com/NORTHPORT/Default.aspx

If you do not have an ACA account, please create one.

Step 2: Open the Business Tax tab

Once logged in, select **Business Tax** from the top row of tabs.



Step 3: Create an application

Select **Create an Application**.



Step 4: Accept the General Disclaimer

Confirm you have read the General Disclaimer by checking the box **I have read and accepted the above terms**, then select **Continue Application**.

Step 5: Confirm the business location

Confirm whether the business is located within City limits, then select **Continue Application**. If it is not, please call 941-429-7029 to confirm whether your company needs a Business Tax Receipt.

Step 6: Search for your address

Enter **only your street number**, then select **Search**. When the results appear, choose your address, then select **Select**. Select **Continue Application** at the bottom right of the screen.



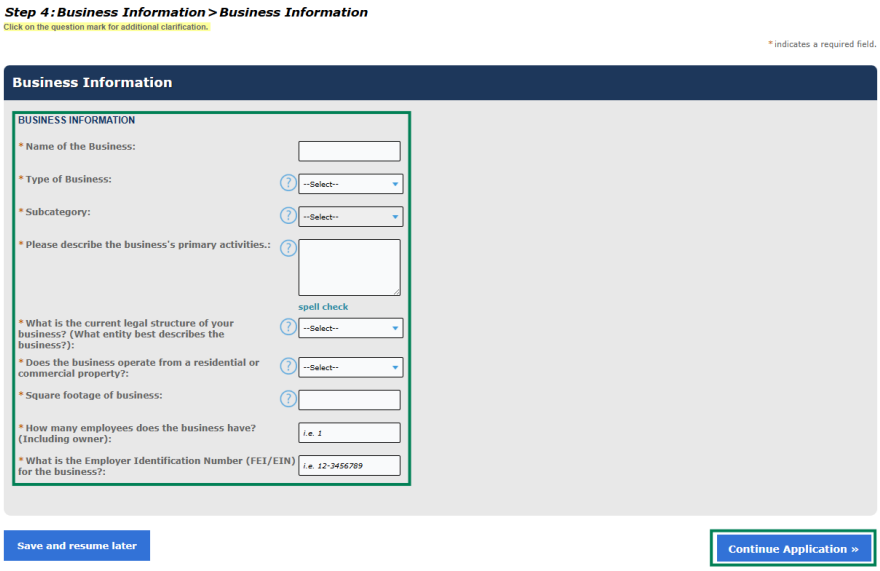
Step 7: Link your contact information

Under the contact details step, select **Look Up** to search your email and link your user account. Complete all required (*) fields and select **Continue Application**.

Step 8: Complete the business information

Complete all required fields.

Sole proprietors: for the Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN), enter **only the last 4 digits** *of your Social Security Number.*

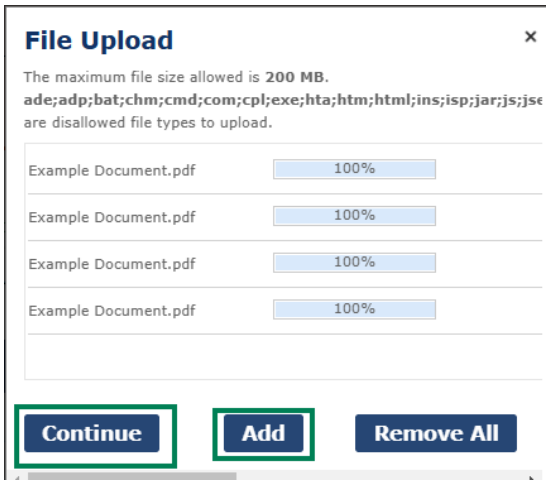


Step 9: Review exemption eligibility

Review the Exemption Eligibility options and select any that apply to you. If none apply, select **Continue Application**. See Required Documents on page 10 for what to upload.

Step 10: Upload documents

Select **Add**. When the File Upload box appears, select **Add** again, choose the files from your device, then select **Continue**.



Select the document **Type** from the drop-down menu for each document, select **Save**, then select **Continue Application**.

Step 11: Review and submit

Review your application, check the box confirming the attestation, then select **Continue Application** to submit your Business Tax Receipt application.

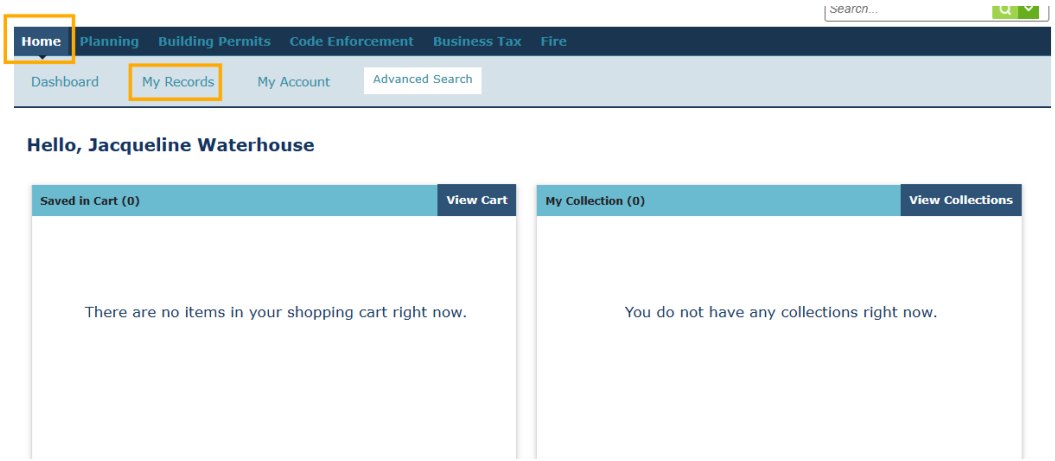
Renew an Existing Business Tax Receipt

Step 1: Log in and open your records

Go to the **Accela Citizen Access (ACA)** website and log in:

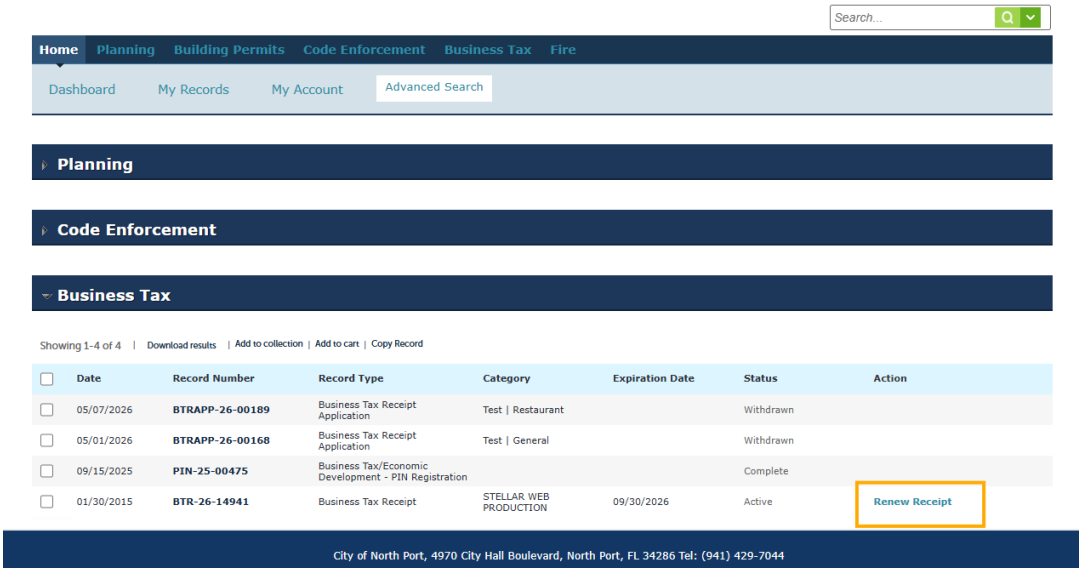
https://aca-prod.accela.com/NORTHPORT/Default.aspx

From the ACA home page, select **My Records**.



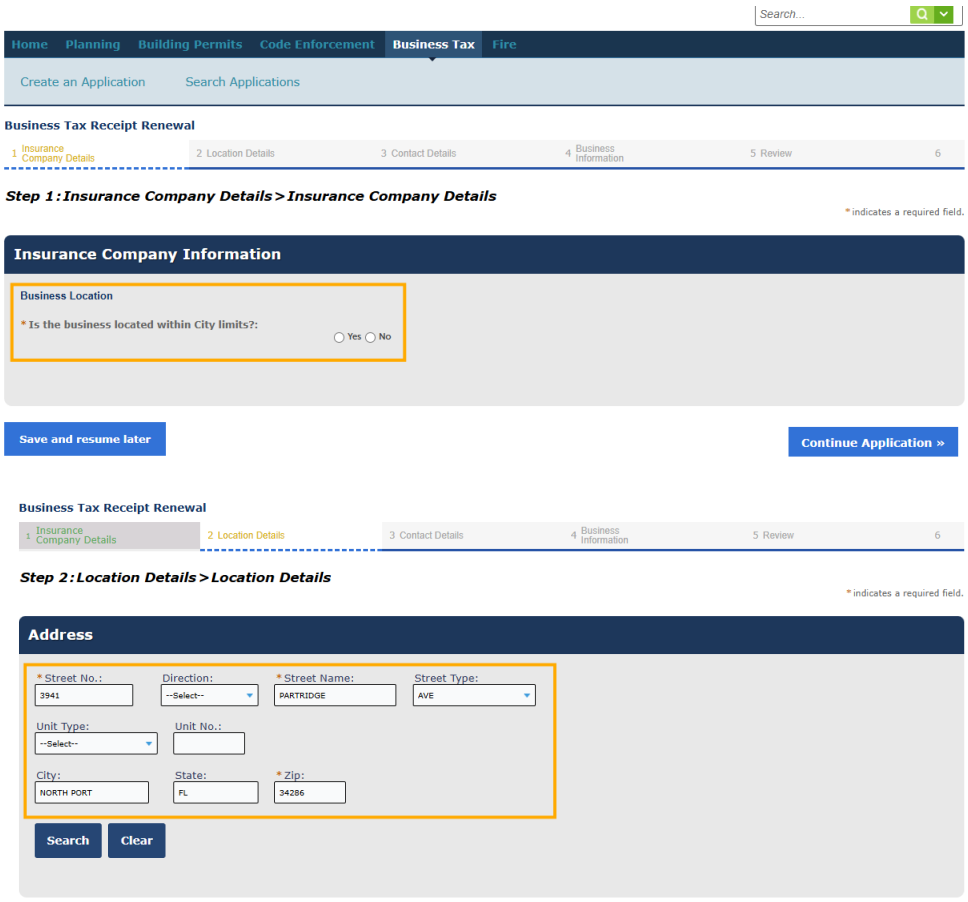
Step 2: Open Business Tax and select Renew Receipt

Expand the **Business Tax** section, find your active Business Tax Receipt and select **Renew Receipt**.



Step 3: Confirm company and location information

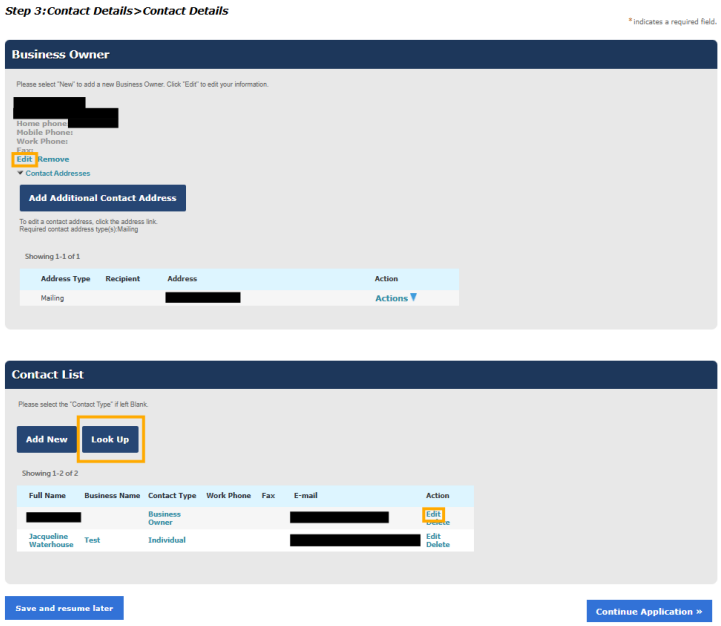
Answer the company question. Review the business address. If the location has changed, clear the old address, enter the street number, select **Search**, choose the correct address and continue.

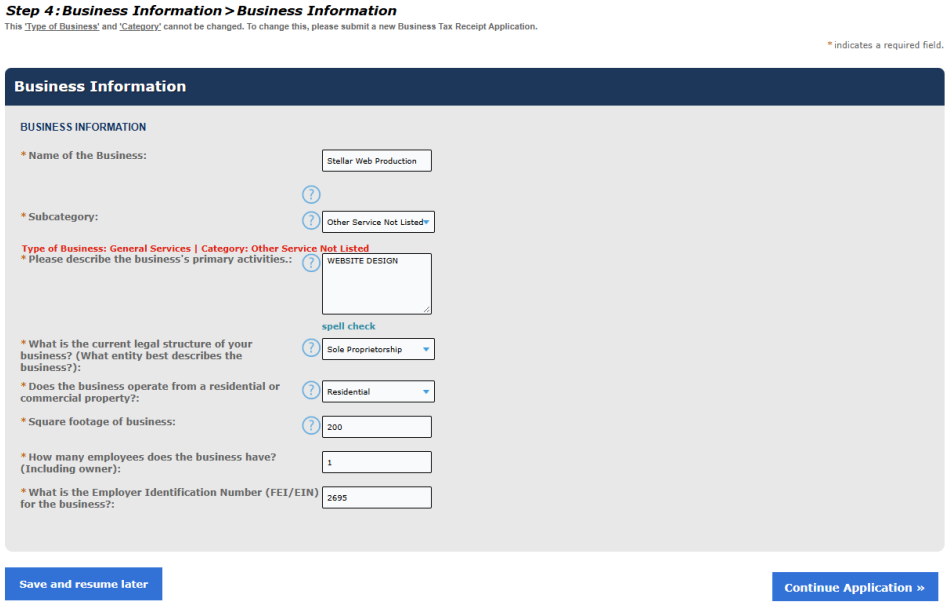


Step 4: Confirm contact and business information

Update your contact information if needed, then confirm the business information.

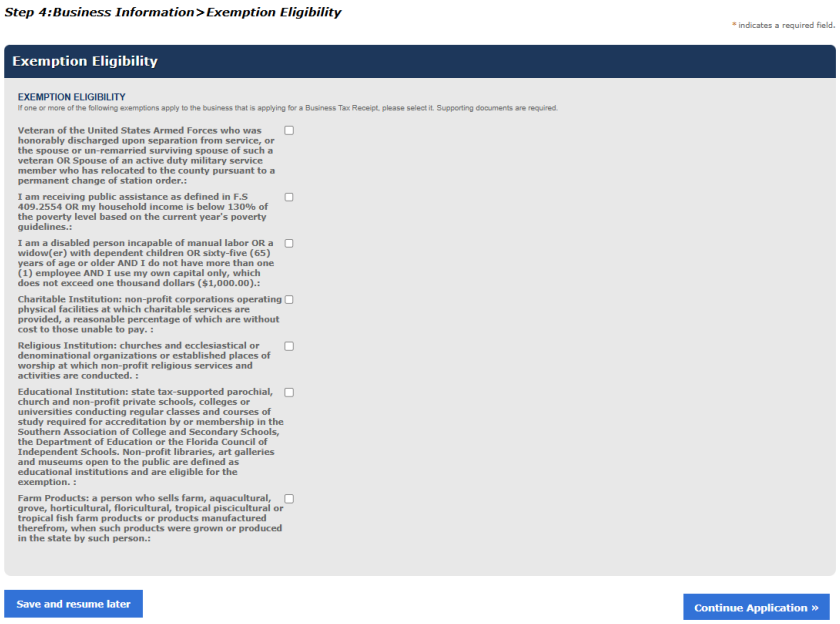
If the company does not have a Federal Employer Identification Number (FEIN), enter **only the last 4 digits** *of the Social Security Number.*

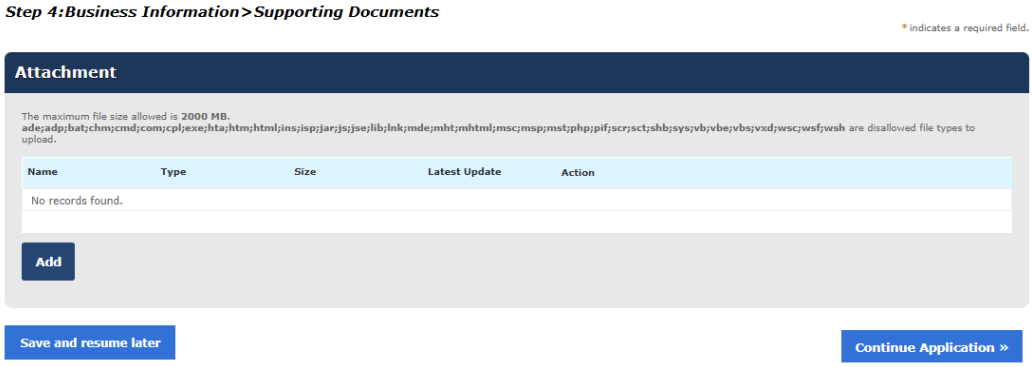




Step 5: Review exemptions and upload documents

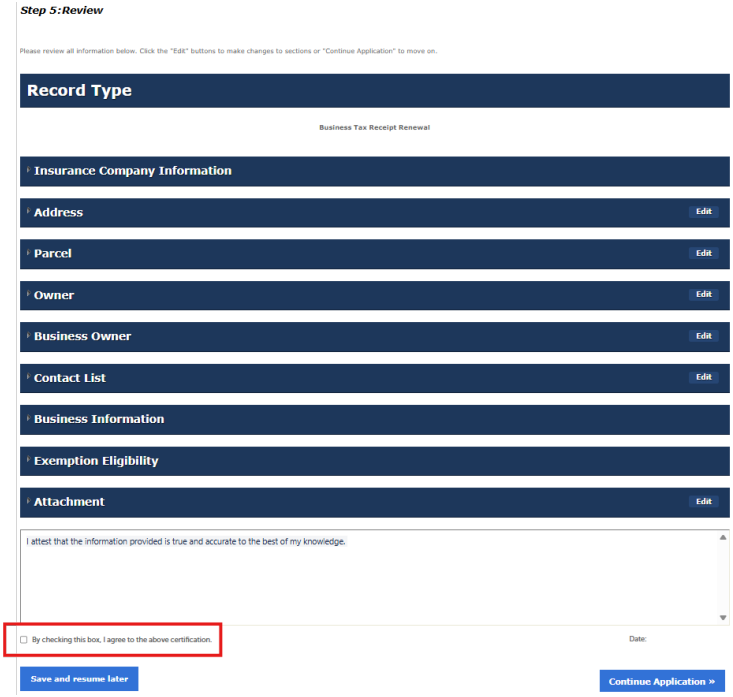
Select any exemption that applies and upload the documents listed under Required Documents on page 10. If none apply, select **Continue Application**.





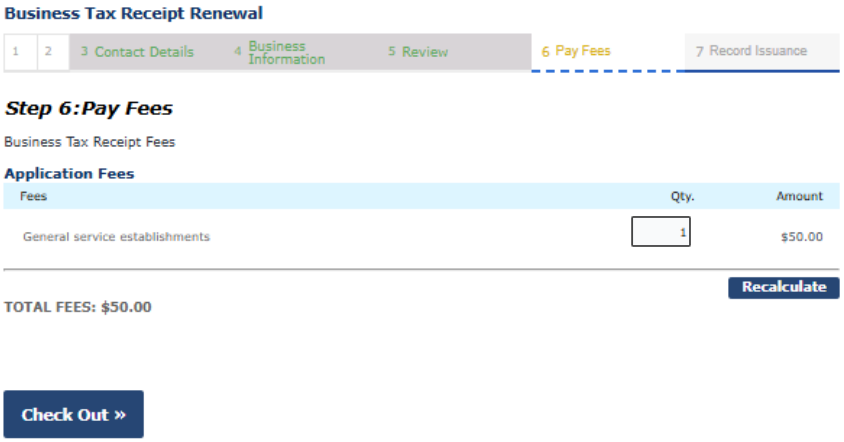
Step 6: Review and certify the application

Review the information, check the certification box and select **Continue Application**.



Step 7: Pay fees to finalize the renewal

Continue to **Pay Fees** and select **Check Out** to pay and finalize your renewal.



Required Documents and Next Steps

Required documents

These apply to both new applications and renewals. Required documents vary by business.

- **Occupational licensing:** businesses that require an occupational license (for example, a contractor's license or medical license) must upload a copy of the license.
- **Food permits:** businesses that require food permits or certificates must upload a copy.
- **Exemptions:** upload documentation for the exemption you select. For renewals, if your exemption expires or renews each year, upload current documentation.

Exemption type	Documentation required
Veteran or veteran's spouse	DD Form 214 (Certificate of Release or Discharge from Active Duty)
Public assistance	State-issued documentation proving assistance
Disabled or age 65+, with no more than 1 employee and personal capital of no more than $1,000	State-issued documentation proving the exemption
Charitable, religious or educational institutions, or companies that sell farm products	State-issued document proving the type of institution or company (for example, 501(c) status)

What to expect after you submit

	New application	Renewal
Review time	1–3 business days	Issued automatically once payment is received. Please allow 1–3 business days for review.
Emails you will receive	A confirmation email at each stage: submission, approval, payment and a final email with a PDF copy of your active Business Tax Receipt.	Two automatic emails after payment: your payment receipt and your updated Business Tax Receipt.

Questions? Contact the Economic Development Team at 941-429-7029.