



ALL ABOUT SPEECH & LANGUAGE

Instructions for Obtaining Business Tax

A business tax is required for all Speech-Language Pathologists and Occupational Therapists licensed in Hillsborough County. COTAs are not required to pay a business tax. Once you receive your business tax receipt, please copy it and provide it to Holly as we will hang them with our state licenses. If you have not yet applied, DO NOT WORRY! We all weren't aware of it and the need to have it but there is no penalty for not having it prior to this point. If needed, the directions for applying are below:

1. Have your FL DOH state license and SSN ready.
2. Go to the county website to apply for a business tax.
<https://hillsborough.county-taxes.com/btexpress>
3. Select "apply for a new account."
4. Complete the questions 1-11. Number 3 (The profession or type of business taking place is regulated by the Florida Department of Health) is "true." The rest are false.
5. Complete the next page (only the *starred* items) using YOUR name as the name of the business. Use the office address for the address. If you are split between offices, use the Valrico address. Click "Same as Business Name/Location" for the Owner Name/Address. Fill in your mailing address for "personal address." For business start date, put your employment start date when you started working as an SLP. For business location, select Unincorporated Hillsborough County.
6. Select "this business does not require registration under a fictitious name" then select "I am doing business under my full legal name."
7. Occupation Information: Select "No" for all questions. Tell how many employees (20) are employed with AASL currently. For what type of business is done, you can write: "Provides speech and occupational therapy to pediatric populations in an outpatient setting."
8. Upload a picture of your FL license.
9. You will receive an email to confirm your application with a link. Once the county approves your application, they will send an email with information on payment. There is a \$30 fee that is due yearly. You can pay online or via check in the mail. You will receive an email or physical bill annually for tax dues.



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10. Once you receive the business tax receipt in the mail, please copy and give it to Holly.

Again, this is a business tax that we are required to have individually even though we are employed by AASL.