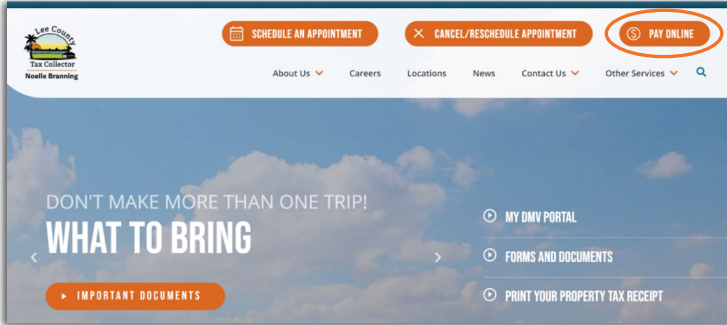


How to make changes to your Business Tax Account

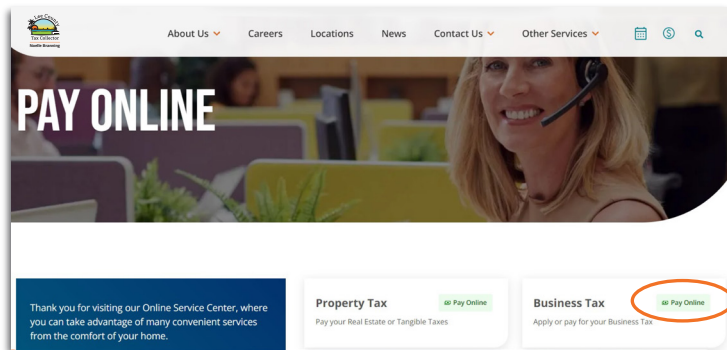
Online with BExpress™



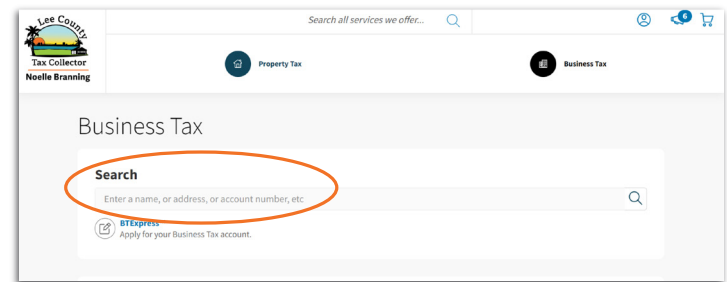
1 Go to **LeeTC.com**. Click **PAY ONLINE**



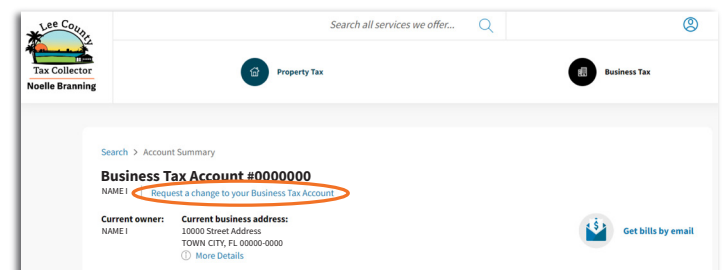
2 Click **Pay Online** next to **Business Tax**



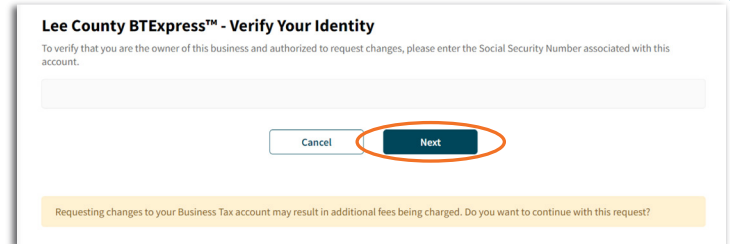
3 Enter your business information into the Search Bar



4 Click Request a change to your Business Tax Account



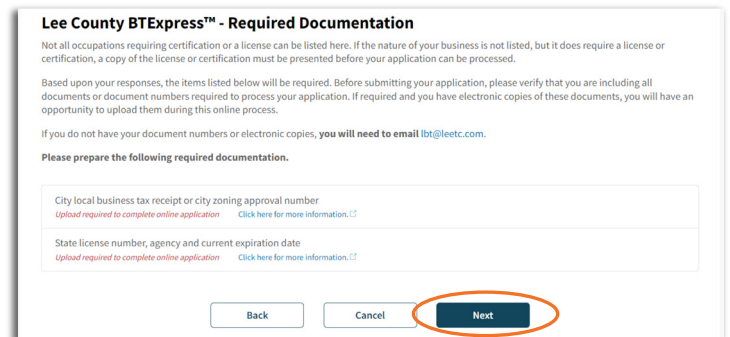
5 Enter your Social Security Number to verify your identity.



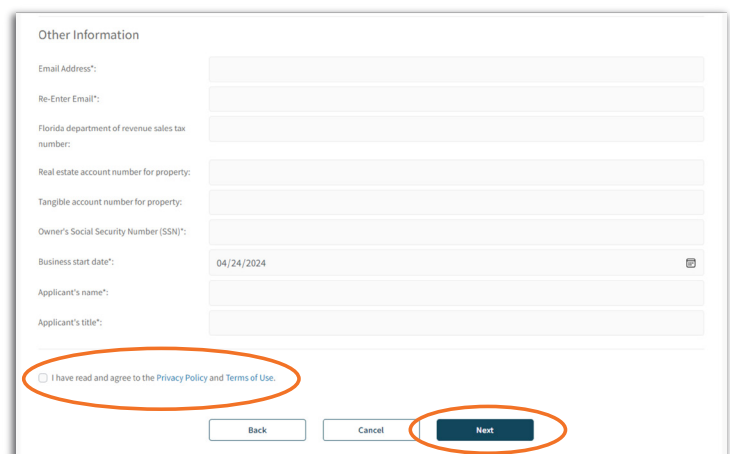
6 Answer Questions 1 – 8. Click **Next**

Note: Questions may differ depending on the business category.

7 Gather the required documents listed. Click Next.



8 Fill in the Business and Owner Information, check the Privacy Policy and Terms of Use box, then click next.



How to make changes to your **Business Tax Account** (continued)

9 Verify the business address and then click next.

Lee County BTEExpress™ - Address Verification
The addresses you entered do not match the suggested addresses provided by the United States Postal Service. Verify and select the addresses you want to use.

Address: Business Location, Mailing Address, Owner Address
Select the address you'd like to use.

You Entered:
0000 STREET ADDRESS
CITY, FL 00000
[Edit Address](#)

We Suggest:
0000 STREET ADDRESS
LEE COUNTY TOWN, FL 00000-0000

10 Choose the option that applies to your business

Lee County BTEExpress™ - Fictitious (DBA) Name
To comply with Florida Statute 865.09 (Fictitious Name Act), please indicate which of the following applies to this business:

This business has registered a fictitious name with the Florida Department of State Division of Corporations.

This business does not require a registered fictitious name.

11 Choose and upload the required documents. Click next.

Lee County BTEExpress™ - Submit Documentation
The following items must be submitted to complete this application.
In order to upload your documents, your file type must be one of the following: jpeg, tiff, bmp, png, gif or x-png. If you do not have electronic copies of the required documentation, you will need to email lbt@leetc.com.

Please upload the following required documentation files.

City local business tax receipt or city zoning approval number (Required) No file chosen

State license number, agency and current expiration date (Required) No file chosen

12 Answer the questions about your business. Click next.

Lee County BTEExpress™ - Occupation Information
Please answer the following questions about your business.

Describe the type of business or primary function of the business.

Is this business a hotel, motel, or other lodging establishment? Yes No

Is this business a restaurant, bar, or other eating establishment? Yes No

How many employees does this business have, including the owner?

Does the business operate ATM machines? Yes No

Does the business operate gaming machines? Yes No

Does the business operate vending machines? Yes No

13 Answer the questions about your business. Click next.

Lee County BTEExpress™ - Affidavit
I understand that this business tax receipt is in addition to and not in lieu of any other license required by law or municipal or county ordinance. I understand that I am responsible for ensuring that this business complies with zoning regulations and any other state, county or municipal regulations. I swear the information I provided in this application for business tax is true and correct.

I acknowledge by checking this box, and typing my name and today's date, I have read, understand and agree to the provisions listed above by the Lee County Tax Collector.

Name:

Date: 04/25/2024

A confirmation email will be sent from no-reply@grantstreet.com. Click the confirmation link to submit or cancel your application.

Dear FIRST LASTNAME,

This email address has been used to apply for a new business tax receipt through BTEExpress™ at [Lee County BTEExpress™](#). Some of the application information is shown below. If this is you, and you intended to apply for a new Lee County business tax account online, then please click the confirmation link below to confirm receipt of this message. Your application will then be submitted to the county for their approval. Once the county approves your application you will receive an email with instructions for paying your business tax receipt.

Confirmation link: <https://lee-county-taxes.com/btexpress/verify?hash=723e57e7f591ad54f820218f18f488>

If you did NOT submit an application with BTEExpress™, you don't need to do anything. If you wish you may click the cancellation link below to CANCEL the application request. You may also contact us [here](#) if you have further questions about this email. This email is not an advertisement, and you will receive no further communication from BTEExpress™ unless you specifically request it.

Cancellation link: <https://lee-county-taxes.com/btexpress/verify?hash=723e57e7f591ad54f820218f18f488&cancel=1>

Thank you!
Lee County Tax Collector

After you submit your application, the Lee County Tax Collector will approve it and you will receive an email with links to review the details of your account and to submit payment.

Dear FIRST LASTNAME,

The business tax account you requested using BTEExpress™ has been approved. Please review the details of your account for accuracy [online](#). In order to receive your new business tax receipt, you must pay the balance due. You may submit payment [online](#). If you have any questions about payments or information on your account please contact us at lbt@leetc.com.

Thank you!
Lee County Tax Collector



Lee County Tax Collector
Noelle Branning