



## DUVAL COUNTY TAX COLLECTOR

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TAX COLLECTOR

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### **FIRE AND GOING-OUT-OF-BUSINESS SALES PERMIT CHECKLIST**

1. Completed application, signed and notarized.
2. \$50 payment. Cash, money order or certified check made payable to the Tax Collector.
3. Complete listing of inventory. (Dollar amount will not be accepted). A daily list of inventory must be kept indicating items sold and quantity remaining unsold as of each day's close of business and the closing date of the sale. These records shall be available for inspection by a representative of the Tax Collector's Office. No additions, changes or deletions can be made the period of the sale.
4. Copy of the proposed advertisement
5. All taxes must be paid and current, including Real Estate, Tangible Personal Property, Tourist Development, and Public Service taxes, if applicable.
6. Must surrender Local Business Tax Receipts and any other local licenses or permits for Going Out of Business Sales permits. Fire Sale permits may retain these documents.
7. The permit only authorizes one type of sale at the location shown on the permit.
8. The permit shall not be transferred.