



Community Development Department

4200 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | www.cityofdestin.com

INSTRUCTIONS TO **RENEW** BUSINESS TAX RECEIPT

IF THERE ARE ANY CHANGES TO YOUR BUSINESS, PLEASE EMAIL US AT:

BUSINESSTAXRECEIPTS@CITYOFDESTIN.COM **BEFORE** YOU BEGIN THE RENEWAL PROCESS

BELOW

- 1) Go to the City of Destin website, scroll down, and click on the link to **COMPASS**.
- 2) **Login** to your **COMPASS** account. If you have trouble logging in, use the forgot username/forgot password option.
- 3) Click on **My Work** then **My Licenses** and click on the **Renew** button. (If you do not see the Renew button, please contact our office at BusinessTaxReceipts@Cityofdestin.com for assistance. Accounts that are Delinquent/Past Due will not see the Renew button.)
- 4) Click Next until you reach the Submit option and **Submit**.
- 5) Once your renewal has been submitted, staff will review it and create your FY2024 Renewal Invoice. **You will receive an email notification once your invoice is ready.**
- 6) To make payment, go to the **COMPASS** home page, click on **Pay Invoice**, and enter complete invoice number (e.g. INV-#####) and follow prompts to complete the payment.

Alternate Payment Method: Once you receive the email notification, log in to **COMPASS** and in the options across the top of the screen, select **View**, and then select **My Licenses**. Click on the link under **License Number** and then select **Fees**. You will see a Fee Summary for the renewal amount, and you will select **Add to Cart**. Select **Check Out** and add your payment information and **Pay Now**.

- 7) Once staff has received the payment and processed the renewal (*which should occur within 5 business days after payment has been made*) you can log back into **COMPASS**, go to your **COMPASS Dashboard**, go to your **License**. When it opens there will be a printer icon in the upper right corner. Simply click on that icon to **print** the renewed BTR.