



LICENSE AND REVENUE DIVISION NOTICE

2024 LICENSE RENEWAL DAILY CUT-OFF SCHEDULE

To Our Valued Taxpayers and Customers,

To streamline the processing of license and tax-related transactions during the 2024 License Renewal Season, the License and Revenue Team has implemented the following daily cut-off schedule:

SERVICE	DAILY CUT-OFF TIME
<i>New License Registration (Max- 2 Applications).....</i>	<i>3:30 PM</i>
<i>License Renewals (Max- 3 Applications).....</i>	<i>3:30 PM</i>
<i>Tax Registrations, Payments & Misc. Transactions.....</i>	<i>3:30 PM</i>

Transactions received after the established cut-off times or those that exceed the maximum forms allowable may be deposited in the Drop Box at 25 Washington Avenue. The Security Officer will provide an envelope for your transactions if you arrive before 5 PM. Please indicate the drop-off date and time on the envelope and the License and Revenue Division will make every effort to ensure that your transaction(s) are handled expeditiously.

PLEASE NOTE:

- Daily cut-off times will be strictly enforced for each service unless you have a scheduled appointment with a License & Revenue Team Member.
- Color-coded badges will be issued for taxpayer visits, appointments, and visitors.

LICENSE & REVENUE OFFICE HOURS: Monday-Friday | 7:30 AM - 4:30 PM