DeKalb County Finance Department

Internal Audit & Licensing
330 W. Ponce De Leon Ave.
DECATUR, GA 30030
404-371-2461 – 404-371-9274
Fax 404-371-2946

12-31-2012

RENEWAL REQUEST FOR INFORMATION – 2013

Account Number: _____

DeKalb County Business and Occupational Tax will consist of Four parts: (1) a base administrative fee of $75.00, (2) a minimum gross receipts tax of $50.00 (3) a business tax on gross receipts over $20,000 and (4) an employee fee per worker including the owner/operator, and anyone else working in the business.

We are requesting information to finalize your business taxes for last year and to renew your business tax certificate for the year shown above. Please report total gross receipts generated by this business location or office within the State of Georgia, Including DeKalb County, and the number of employees assigned to this location only. The number of employees shall include the owner operator, plus any additional persons working in the business. The bottom portion of this letter should be completed and returned to us no later than February 1st to expedite the processing of you billing statement. The renewal statement will be calculated based on the four parts as described above and will include any credits or debit adjustments from prior years.

Business and occupation taxes are due by April 15 and full payment must be received or postmarked no later than April 30 of the year due to avoid a late payment penalty of ten percent (10%) and monthly interest charges of one percent (1%) until paid in full.

Gross receipts shall include the total gross sales of merchandise, services, fees, commissions, rental and other income. Gross receipts shall not include sales, use or excise taxes; returns, allowances or discounts; inter-organizational sales or transfers; payments to independent contractors or subcontractors. If you have deductions for independent contractors, please provide names and address of those contractors.

DO NOT MAIL PAYMENT WITH THIS RETURN. Your renewal statement will be mailed to you and may show an adjustment to the tax due for under or overpayments from prior the prior year.

Please complete and return the bottom portion of this form no later than February 1, 2013.

DEKALB COUNTY BUSINESS AND OCCUPATIONAL TAX - 2013

Business Name: **Account Number:** _____

Business Address:

City, State, Zip

		A. 2012 ACTUAL	B. 2013 ESTIMATE
1.	Georgia Gross Receipts including DeKalb County…….	_____	_____
2.	Number of Employees in your DeKalb Office -….	_____	_____

3. _____ Check here if this business is no longer operating and show the date business closed. _____

I certify the 2012 figures are true and correct and the estimate for this year can be a good faith estimate or last year's actual.

_____	_____	_____	_____
Owner's Name	Signature	Date	Business Telephone