



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030

(404) 371-2461

Department of Planning
& Sustainability

January 4, 2016

RENEWAL REQUEST FOR INFORMATION - 2016



Account #



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 for at least one employee, this fee includes the owner(s) and operator, plus 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 office 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 1, 2016 to expedite the processing of your billing statement. The renewal statement for this year will be calculated on the four parts described above and will include any credit or debit adjustments from last year.

Business and occupational taxes are due by April 15 of each year. Full payment of the tax must be in our office or postmarked no later than April 30 of the year due to avoid a ten percent (10%) late payment penalty 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, rentals, 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 or subcontractors, please provide current names and addresses 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 last year.

Please complete and return the bottom portion of this form no later than February 1, 2016

BUSINESS AND OCCUPATIONAL - TAX 2016

Account # [Redacted] NAICS 561740 Description: CARPET CLEANING
Business Name [Redacted]
and Address: [Redacted]

- | | A. 2015 Actual(s) | B. 2016 Estimate(s) |
|--|-------------------|---------------------|
| 1. Georgia Gross Receipts, including DeKalb County . | \$ _____ | \$ _____ |
| 2. Number of Employees in your DeKalb County Office,
(must be at least one, including the owner/operator).. | _____ | _____ |
| 3. <input type="checkbox"/> Check here if this business is no longer operating and show date business closed. | _____ | _____ |
| 4. For more than 10 employees, please provide E-VERIFY number | _____ | _____ |
| 5. For 10 or less employees check here <input type="checkbox"/> | _____ | _____ |
| 6. Sales and Use Tax Identification Number | _____ | _____ |

I certify the 2015 actual figures are true and correct. The estimate can be a good faith estimate or last year's actual.

Owner's Name _____ Signature _____ Date _____ Business Phone # _____



Planning & Sustainability
Business and Alcohol Licensing Division
Elijah Watkins – Manager - Business and Alcohol Licensing

December 10, 2015

From: DeKalb County Business License Office
To: DeKalb County Business License Customers
Subject: 2016 DeKalb County Business License Renewal

Dear Customer,

Enclosed is your 2016 Renewal Request for Information for renewal of your occupational tax certificate (business license).

Please complete the renewal request for information and return to us to expedite the processing of your billing statement.

Please complete the applicable E-VERIFY item on the 2016 Renewal Request for Information.

Please review the enclosed 2016 renewal request for information for more detail instructions.

In addition to the 2016 renewal request for information, **if you are not a U.S. citizen, you must submit the enclosed SAVE affidavit along with a government picture identification.**

Additional items that must be submitted with the 2016 renewal request for information are optional depending upon the type of business and are listed as follows:

1. *Effective January 2016*, all owners of multifamily rental dwellings and/or multifamily rental units within unincorporated parts of the county that receive income from four or more such units and meet the requirements of O.C.G.A Section 48-13-5 for having a location or office within the unincorporated parts of the county shall submit the required inspection reports and file (simultaneously with their business occupation tax return), a code compliance certificate(s) for inspection of the required percent of units within the owner's multifamily property and pay the applicable administrative fee.
 2. *Agriculture Permit* – a copy must be submitted for convenient stores, pest control, meat and fish markets and food warehouses for pre-packaged food businesses.
 3. *Department of Community Health Certificate* – a copy must be submitted for businesses such as personal care homes, community living arrangements and home health care.
 4. *Bright From The Start Certificate* – a copy must be submitted for child care businesses.
- Professional State License* – a copy must be submitted for businesses such as accountants, architects, attorneys, hair salons, barbering, chiropractors, cosmetologist, certified public accounts, dentist, electrical contractors, embalmers, engineers, exterminators, funeral directors, general contractors, heating and air conditioning, land surveyor, low voltage, massage therapy, nurses, plumbing, nail salons, professional counselors, psychologist, real estate brokers, social workers, used car brokers and veterinarians.

(Please see reverse side of document for additional information)

Interim Chief Executive
Officer

Lee May

Board of Commissioners

District 1
Nancy Jester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Sharon Barnes Sutton

District 5
Lee May

District 6
Kathie Gannon

District 7
Stan Watson

Failure to enclose all required items mentioned above will delay the issuance of your 2016 Occupational Tax Certificate.

Please include and mail all required items in the enclosed return envelope. Renewal request for information will not be accepted by fax.

If you have any questions concerning the 2016 business license renewal, please contact the business license office at (404) 371-2461.

AFFIDAVIT VERIFYING STATUS
FOR COUNTY PUBLIC BENEFIT APPLICATION

Account Number: _____

Please complete, notarize and return this affidavit with your new business registration application or renewal. A copy of your government issued I.D. is required with this affidavit.

By executing this affidavit under oath, as an applicant for a DeKalb County Georgia Business Occupation Tax Certificate, Alcohol License, or other public benefit, as referenced in O.C.G.A. § 50-36-1, I state the following with respect to my application for a (check only one):

Business Occupation Tax Certificate
 Alcohol License

NAME: _____
(Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity)

BUSINESS NAME (if applicable): _____

I hereby swear and affirm that:

_____ I am a United States citizen 18 years of age or older.

_____ I am a legal permanent resident 18 years of age or older.

_____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Date

Signature of Applicant

Printed name

Sworn to and subscribed before me,
this _____ day of _____, 20____.

* _____
Alien Registration number for non-citizens

Notary Public
My commission expires:

(SEAL)

***Note: O.C.G.A. § 50-36-1(e)(2) requires aliens under the federal Immigration and Nationality Act, Title 8, U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," permanent legal residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:**



DEKALB COUNTY, GEORGIA
Division of Internal Audit and Licensing
330 W. Ponce De Leon Ave.
Decatur, Georgia 30031

RENEWAL - SEE REVERSE SIDE

Arrest Record: Has the licensee, registered agent, partner or any other person having any financial interest in this business been arrested, indicted or convicted for an offense by any City, County, state, Federal Officer or any Government; Authority within the last ten (10) YEARS?
yes__ no__ . If yes, please give full details on the back

Notary Public: I, _____,
hereby certify that said applicant and licensee signed this renewal application for after stating to me personal knowledge and understanding that all statements and answers made herein are complete, correct and true.

I, _____, (the applicant and licensee) do solemnly swear subject to criminal penalties that the statement and answers made by me to the foregoing questions in this renewal application are true and correct and no false or fraudulent information, statements or answers are made to procure granting of the County Privilege License.

This _____ Day of _____, 20 _____

This _____ Day of _____, 20 _____

Applicant and Licensee's Signature

Notary Public Signature & Seal

Business or Personal checks will not be accepted. Your renewal application(s) and cashier's check or money order must be received by November 30 of the current year to avoid penalty and interest charges of eleven percent (11%). Incomplete renewals will be returned to you to be completed. No renewals are accepted after December 31 of the current year.

DEKALB COUNTY ALCOHOL LICENSE RENEWAL - 2017

Business Name _____ Account number _____
 and Address _____
 City state Zip _____

License Fee: (Check the type of Alcohol License and add total Fee)

	Annual Fee	License Fee Due
() Beer Only	\$ 600.00	_____
() Wine Only	\$ 600.00	_____
() Beer & Wine Combination	\$ 900.00	_____
() Liquor - Package or C.O.P.	\$4000.00	_____
() Sunday Sales - Consumption on premises only	\$1100.00	_____
() Additional Fixed Bar(s) # _____ x	\$ 600.00 each	_____
() Additional Movable Bar(s) # _____ x	\$ 300.00 each	_____
() Wholesaler/Importer - Beer	\$ 600.00	_____
() Wholesaler/Importer - Wine	\$ 600.00	_____
() Wholesaler/Importer - Liquor	\$4000.00	_____
() Fraternal Org - Beer and/or Wine	\$ 500.00	_____
() Fraternal Org - Liquor	\$1000.00	_____

Renewals Postmarked After November 30, 2016 will be charged eleven percent (11%) penalty and _____ interest.

Subtotal Due _____
 Penalty (10% x Subtotal Due Amount) _____
 Interest (1% x Subtotal Due Amount) _____

Cashiers Check or Money Orders Only - payable to DeKalb County Revenue and License

Type of Ownership: () Single Owner () Partnership () Association () Corporation
 If a corporation: Corporate Name _____ State where Inc _____ Date Inc _____
 Name(corp officers or partners) Home Address City-State-Zip Ownership% Social Security # _____

Licensee Information: Licensee must always be a person and the licensee on file with our office must sign renewal form. Do not complete this renewal form if you are planning any changes. Please contact our office for additional information.

Licensee Full Name: _____ Social Security No. _____
 Licensee Home Add: _____ City-State-Zip _____
 Home Telephone () _____ Bus Telephone () _____ Date of Birth _____

Will you have entertainment? yes__ no__ If yes, fully explain (use back side of renewal if needed)

Renewal must be signed and notarized on reverse side.



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030
(404) 371-2461

Department of Planning
& Sustainability

December 31, 2015

RENEWAL REQUEST FOR INFORMATION - 2016

Account Number _____

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Business and occupational taxes are due by April 15th of each year. Full payment of the tax must be in our office or postmarked no later than April 30 of the year due to avoid a ten percent (10%) late payment penalty 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, rentals, 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 or subcontractors, please provide current names and addresses 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 last year.

Please complete and return the bottom portion of this form no later than February 1, 2016

DEKALB COUNTY BUSINESS AND OCCUPATIONAL - TAX 2016

Account #	NAICS:	Description:	A. 2015 Actual(s)	B.2016 Estimate(s)
Business Name: and Address:				
1.		Georgia Gross Receipts, including DeKalb County .	\$ _____	\$ _____
2.		Number of Employees in your DeKalb County Office, (must be at least one, including the owner/operator)..	_____	_____
3.		___ Check here if this business is no longer operating and show date business closed.		_____
4.		For more than 10 employees, please provide E-VERIFY number		_____
5.		For 10 or less employees check here _____		
6.		Sales and Use Tax Identification Number _____		

I certify the 2015 actual figures are true and correct. The estimate can be a good faith estimate or last year's actual.

Owner's Name _____ Signature _____ Date _____ Business Phone # _____



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030
(404) 371-2461

December 31, 2015

Department of Planning
& Sustainability

RENEWAL REQUEST FOR INFORMATION - 2016

Account Number _____

Professional practitioners described in O.C.G.A. 48-13-19 (c) may elect to pay \$400.00 per practitioner or a business and occupational tax based on estimated gross receipts. If you elect the gross receipts method, the 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 (minimum of one, including the owner/operator and anyone else working in the business).

This is our request for information to finalize your business tax for last year and to renew your business tax certificate for the year shown above. Please report total gross receipt generated by this business location or office within the State of Georgia, including DeKalb County, and the number of employees assigned to this office. If you elect to pay \$400.00 per practitioner, you are not required to report gross receipt and number of employees.

If you decide to pay the \$400.00 per practitioner fee, please check item "3" below and return the form to us. Upon receipt of the requested information, your renewal statement will be prepared and mailed to you. The tax is 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 the merchandise, service, 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, provide current names and addresses of those contractors.

DO NOT MAIL PAYMENT WITH THIS RETURN. A renewal invoice will be mailed to you based on your tax return.

Please complete and return the bottom portion of this form no later than February 1, 2016
DEKALB COUNTY BUSINESS AND OCCUPATIONAL - TAX 2016

Account :	NAICS:	Description:		
Business Name				
Address:				
			A. 2015 Actual(s)	B. 2016 Estimate(s)
1. Georgia Gross Receipts, including DeKalb County ...			\$ _____	\$ _____
2. Number of Employees in your DeKalb County Office.... (must be at least one, including the owner/operator)..			_____	_____
3. ___I elect to pay the per practitioner fee of \$400.00 for	Year 2015	_____	Year 2016	_____
4. ___Check here if this business in no longer operating and show date business close				_____
5. For more than 10 employees, please provide E-VERIFY number				_____
6. For 10 or less employees, please check here		_____		
7. Sales and Use Tax Identification Number		_____		

I certify the 2015 actual figures are true and correct and the estimate for this year is a good faith estimate or last year's actual.

Owner's Name Signature Date Business Telephone



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030
(404) 371- 2461

Department of Planning
& Sustainability

December 31, 2015

RENEWAL REQUEST FOR INFORMATION - LEGAL SERVICES - 2016

Account Number _____

Professional practitioners described in O.C.G.A. 48-13-19 (c) may elect to pay \$400.00 per practitioner or a business and occupational tax based on estimated gross receipts. If you elect the gross receipts method, the 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 (minimum of one, including the owner / operator and anyone else working in the business).

The professional fee of \$400 or the business and occupational tax for 2016 is due on December 31, 2016 for practitioners in the legal profession. Any professional failing to pay the business and occupational tax within 120 days, after December 31 shall be delinquent and shall pay a ten percent (10%) penalty on the amount due, as well as monthly interest charges of one percent (1%) until paid in full.

We are requesting information to finalize your 2015 business taxes and to renew your business tax certificate for 2016. If you decide to pay the \$400 tax for 2016, please check item "3" and send us a check for \$400 per practitioner. Do not report gross receipts and number of employees if you choose item "3". If you elect to report gross receipts, please complete items "1" and "2" showing actual figures for 2015 and return the bottom portion to us. A renewal invoice will be mailed to you based on your reply to this request.

Gross receipts shall include the total gross sales of the merchandise, service, 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, provide current names and addresses of those contractors.

DO NOT MAIL PAYMENT WITH THIS RETURN UNLESS YOU CHOOSE ITEM "3" BELOW.

Please complete and return the bottom portion of this form no later than February 1, 2016

DEKALB COUNTY BUSINESS AND OCCUPATIONAL - TAX 2016

Account :	NAICS:	Description:	2015 Actual(s)
Business Name			
Address:			
1. Georgia Gross Receipts, including DeKalb County ...			\$ _____
2. Number of Employees in your DeKalb County Office... (must be at least one, including the owner/operator)..			_____
3. ___ I elect to pay the per practitioner fee of \$400.00 for year 2016			
4. ___ Check here if this business is no longer operating and show date business closed.		_____	
5. For more than 10 employees, please provide E-VERIFY number		_____	
6. For 10 or less employees, please check here ___			
7. Sales and Use Tax Identification Number		_____	

I certify the 2015 actual figures are true and correct.

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