DeKalb County
GEORGIA

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Clark Harrison Building
330 W. Ponce de Leon Ave
Decatur, GA 30030

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

RENEWAL REQUEST FOR INFORMATION – 2017

_____ **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 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, 2017 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 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. 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, 2017

DEKALB COUNTY BUSINESS AND OCCUPATIONAL TAX - 2017

Account#:_____ **NAICS:**_____**Description:**_____

Business Name:_____

Address: _____

	2016 Actual(s)	2017 Estimates
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 2017
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 2016 actual figures are true and correct.

Owner's Name	Signature	Date	Business Telephone

BL0540