

178 Sams Street Decatur, GA 30030 www.dekalbcountyga.gov/planning Office: 404-371-2155

Chief Executive Officer Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Andrew A. Baker, AICP

Director

DEKALB COUNTY BUSINESS LICENSE (WITHOUT ALCOHOL) RENEWAL APPLICATION

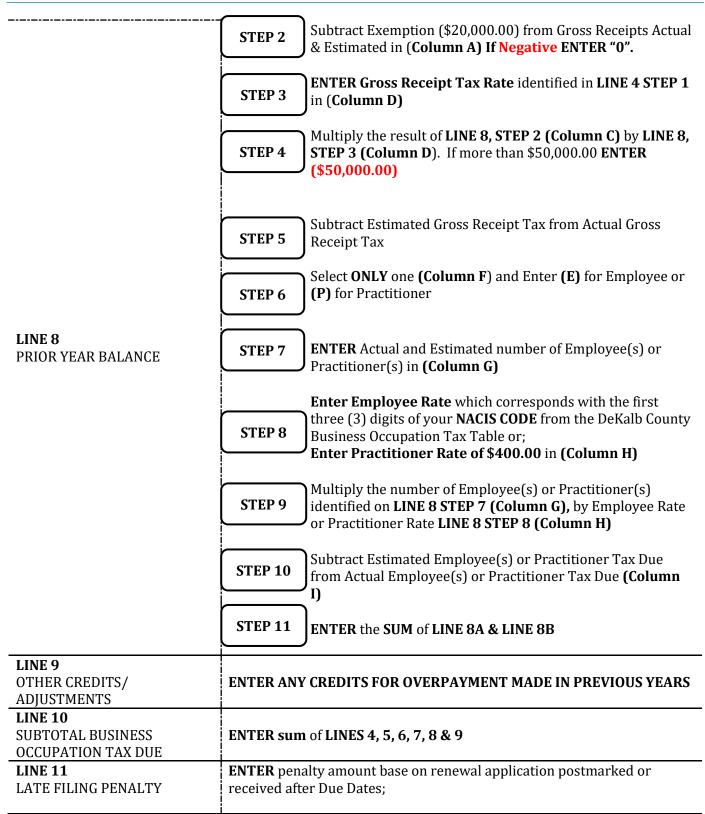
2022 FILING INSTRUCTIONS

178 SAMS STREET | DECATUR, GA |30030 | PH (404) 371-2461 | FAX (404) 371-2946

LINE 1	ENTER 2022 Estimated Gross Receipt as defined by DeKalb	
GEORGIA GROSS RECEIPTS	County Ordinance Section 15-27(9).	
LINE 2 EXEMPTION	\$20,000.00 Allowance	
LINE 3 TAXABLE GROSS RECEIPTS	Subtract LINE 2 from LINE 1, If Negative ENTER "0".	
	STEP 1 Use the DeKalb County Business Occupation Tax Table to get the Gross Receipt Tax Rate that corresponds to the first three (3) digits of your NACIS CODE , which describes the primary business activity.	
LINE 4 GROSS RECEIPT TAX	STEP 2 ENTER Gross Receipt Tax Rate identified in STEP 1 .	
	STEP 3 Multiply LINE 3 by Gross Receipt Tax Rate entered in STEP 2 . (if the total is more than \$50,000.00 ENTER (\$50,000.00)	
	STEP 1 Select ONLY one.	
LINE 5 EMPLOYEE/ PROFESSIONALS ELECTION	STEP 2 ENTER number of Employee(s) or Practitioner(s) (<i>At least one (1), including owner or operator</i>)	
	STEP 3 Enter Employee Rate which corresponds with the first three (3) digits of your NACIS CODE from the DeKalb County Business Occupation Tax Table or; Enter Practitioner Rate of \$400.00	
	STEP 4 Multiply the number of Employee(s) or Practitioner(s) identified on LINE 5, STEP 2, by Employee Rate or Practitioner Rate LINE 5, STEP 3	
LINE 6 ADMINISTRATIVE FEE	\$75.00 (Nonrefundable or Nontransferable)	
LINE 7 FLAT TAX FEE	\$50.00 FEE	
LINE 8 PRIOR YEAR BALANCE	ENTER 2021 GROSS RECEIPTS ACTUAL & ESTIMATED in (Column A)	



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	Due Dates	Penalty Amount \$100.00		
	February 1, 2022			
	March 1, 2022	\$300.00		
	April 1, 2022	\$600.00		
LATE PAYMENT PENALTY	postmarked or received after April 15, 20	ostmarked or received after April 15, 2022.		
LINE 13	Multiply LINE 10 by 1% PER MONTH, renewal application			
INTEREST	payment postmarked or received after April 15, 2022			
LINE 14 TOTAL BUSINESS OCCUPATION TAX DUE	ENTER sum of LINES 10, 11, 12, & 13			

Thank you for completing your 2022 Business License Renewal Forms! The following options are available for you to submit your forms and pay your fees:

Option 1 – Submit Forms via Email and Pay Online

Complete and submit the renewal application along with the required documentation to <u>blicense@dekalbcountyga.gov</u>. Upon completion, the department will generate fees and post to your account for online payment. (You must register online to make payments online). Afterward, the Business License Department will mail your renewal license once your payment is confirmed.

Option 2 – Submit Forms and Payment via Mail

Complete and submit the renewal application along with the required documentation and payment to DeKalb County Business License P.O. Box 100020 Decatur, GA. 30031-7020. After the Business License Department has reviewed and processed your application, we will mail your renewal license. We will send an invoice to you if, Payment remitted is incorrect or if there are any variances amongst the 2020 Actual Gross Receipts reported and the 2020 Tax Return.

Option 3 – Submit Forms and Payment in Person

Complete and bring your renewal application along with the required documentation and payment to 330 W. Ponce de Leon Ave. 2nd floor Decatur, GA 30030. Intake will review the application for completeness. The customer will be advised by the Business License Department, if you owe additional fees, as a result of variances between the 2020 Actual Gross Receipts reported and the 2020 Tax Return. After the Business License Department has reviewed and processed your application, we will mail your renewal license.