

August 5, 2019

Dear DeKalb County Customer,

A letter was sent to you dated June 20, 2019, regarding upcoming changes to the 2020 Business and Alcohol license renewal, beginning October 1, 2019. In this second letter, there is a new online process, and a DeKalb County Ordinances change regarding Federal Income Tax Returns.

DEKALB COUNTY ORDINANCES CHANGES – NEW! 🔥

Businesses renewing a license for the year ending December 31, 2020, are required to submit a **2018** Federal Income Tax Return (*see reverse side for required forms and schedules*) or an affidavit from the business's accounting firm. Pursuant to DeKalb County, GA Code of Ordinances, Chapter 15, Sec. 29(h) *"For purposes of this section, prima facie evidence of gross receipts generated during any period shall be a copy of the business' federal income tax return or an affidavit of the business' accounting firm."* Failure to submit the required documentation may result in a delay in the processing or denial of business license.

ADMINISTRATIVE PROCESS CHANGES – NEW! 🔥

We are excited to announce the 2020 Business License Renewal Form will be on our website, September 2019 in a PDF fillable format. Renewal forms that do not require a notary can be completed electronically and submit via email at blicense@dekalbcountyga.gov. All other forms must be submitted via US Postal Service or submitted in person.

Business owners are now able to access accounts, view accounts, and pay fees online through Dynamic Portal. This website is the new site for DeKalb County's e-Permitting. First, you must set up and register an online account. (*see reverse side for instructions*)

If you have any questions or concerns, please contact the DeKalb County Business and Alcohol License office via email at blicense@dekalbcountyga.gov or call 404-371-2461.

Sincerely,

Oneil Pusey

Oneil Pusey
Business License Manager

Cc: Andrew Baker, Director of Planning & Sustainability
Cc: Rick E. Cunningham, Deputy Director of Planning & Sustainability

DEPARTMENT OF PLANNING & SUSTAINABILITY

FEDERAL INCOME TAX RETURN
REQUIREMENTS

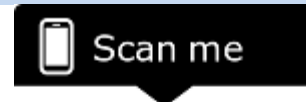
BUSINESS ENTITY TYPE	FORMS & SCHEDULE
1. Sole Proprietorship	SCHEDULE C OF 1040 ONLY
2. Single-member LLC	
3. C Corporation	FORM 1120
4. S Corporation	FORM 1120S
5. Two or more Member LLC and Partnerships	FORM 1065

INSTRUCTIONS - HOW TO REGISTER AN ONLINE ACCOUNT

STEP 1 - Where to register

1. Visit www.DeKalbcountyga.gov
2. Place mouse over Government then click Planning & Sustainability
3. Click e-Permitting
4. Click Business License Status

OR
Download a scanner app from your app store on your mobile device



STEP 2 - How to register

1. Click on **Register for an online account**
2. Submit all the required personal information;
 - *Address: **(MUST BE A PHYSICAL BUSINESS ADDRESS NOT A MAILING ADDRESS)**
 - *Username: **(Cannot be changed once registered)**

STEP 3 - Match User

1. Confirm submitted personal information matches information retrieved from the database
 - a. **MATCH FOUND**- Select the matched user AND submit to complete registration.
 - b. **MATCH NOT FOUND - DO NOT SELECT ADD NEW CONTACT.** Click on the link to make changes to personal information submitted to retrieve the correct business information. Repeat step 3-1(b) until the correct information is retrieved and MATCHED with personal information submitted.