

# DEKALB COUNTY BUSINESS REGISTRATION RENEWAL APPLICATION 2020 FILING REQUREMENTS

330 W. PONCE DE LEON AVE. | DECATUR GA 30031 | (404) 371-2461 | FAX (404) 371-2946

JJO W.I ONCE DE LEOI	AVE.   DECATOR OF 20031	(101) 571-2	101   IAA (101) 571	-2740		
	Consists of four parts: (1) Base administrative fee \$75.00; (2)					
DeKalb County Business and	Minimum gross receipts tax \$50.00; (3) Business tax on gross receipts					
Occupational Tax		over \$20,000; and (4) Employee fee per worker including the				
	owner/operator, and anyone working in the business. ( <i>See instructions on how to complete form</i> )					
		complete f				
	FILING*		PAYM			
Due Dates	February 1, 20		April 1	•		
	Postmarked or receiv		Postmarked or received after:			
Penalty Due Date	Feb. 1, 2020 - <b>\$10</b>		Apr. 15, 2020			
	Mar. 1, 2020 - <b>\$30</b>		<b>10%</b> of Tax Due			
Interest Due Date	Apr. 1, 2020 - <b>\$60</b>	0.00				
(1% per month)				Postmarked or received after April 15, 2020		
	<ul> <li>Evidence of State</li> </ul>	o Pogistrati	· · · · · ·	5, 2020		
	<ul> <li>Evidence of Qual</li> </ul>	0				
			** 2	edule to prove		
	<ul> <li>2018 Federal Tax Return (only forms and schedule to prove gross receipts) or affidavit from Accounting Firm</li> </ul>					
<b>Required Documents</b> *	<ul> <li>No Change Affida</li> </ul>		0			
	<ul> <li>Affidavit Verifying Status For County Public Benefit (SAVE) (</li> </ul>					
	applicable)					
	<ul> <li>E-Verify Affidavit</li> </ul>					
	<ul> <li>2020 Business Occupational Tax Renewal Application</li> </ul>					
	<ul> <li>Copy of Licensee's secure &amp; verifiable document (Driver's</li> </ul>					
	License)					
	Pay Online:	Mail to:		In-Person:		
	Make a one-time	· •	nt of Planning &	330 W. Ponce		
	payment using your		lity - Division of	de Leon Ave.		
How to Make a Payment	debit or credit card at	Business L	U	2 <sup>nd</sup> Floor		
	our website. <u>We do</u>	P.O. Box 1		Decatur, GA		
	not accept Discover or	Decatur, G	A 30031-7020	30030		
	<u>American Express</u> <u>cards.</u> Scan below for	Cachiar's	Check or Money	No Cash. All		
	direct access.		the exact amount	other payment		
			le to <b>DeKalb</b>	methods except		
			isiness License.	Discover and		
		Sounty D	siness meensei	American		
	回游地深		Express.			

Delay Processing - Failure to fully complete and submit all required documentation will delay the processing of your renewal application. Any incomplete application(s) and/or forms will be mailed back to the business operator for completion.

**REMINDER: Please note:** Business occupation tax certificates shall not be transferable. Transfer of ownership of the business shall be considered as the termination of the business and the establishment of a new business. Filing a new registration application and payment of applicable fees and taxes shall be required of the new owner of the business. Failure to file a new registration application and to pay any applicable fees shall be grounds for revocation. Any attempt to transfer a business occupation tax certificate itself shall be punished as provided in <u>section 1-10</u> of this Code.



## **DEPARTMENT OF PLANNING & SUSTAINABILITY**

# DEKALB COUNTY BUSINESS REGISTRATION 2020 RENEWAL APPLICATION

### 330 W. PONCE DE LEON AVE. | DECATUR GA 30031 | (404) 371-2461 | FAX (404) 371-2946

BUSINESS INFORMATION								
RENEWAI			BUSINESS ACCOUNT #:			CHECK HERE IF NO LONGER OPERATING DATE CLOSED:		
Legal/ Entity N	lame:				Trade Nam	e:		
Phone:			Emai	il:				
Physical (Locat	tion) Addi	ess (Stre	et, City, State, Zip)	P. O. Box	Not Permitt	ed		
(							GA	
					<b>IPATION TAX</b>	X		
		ECEIPTS	(2020 ESTIMAT	E)				
2. EXEMPTI						\$20,0	00.00	
3. TAXABLE								
			gative enter <mark>\$0.00</mark>	)		NALCO		
4. GROSS RE			th ¢[0 000 00 [			NAICS:		
		,	than \$50,000.00 E FESSIONALS EI			Rate: er of Employees		
		-		LECTION	Practit			
(At least on (Multiply #			erator) actitioners by Rat	ല	Fractit			
			re Employees	cj	Rate _			
			.00 (Nonrefunde	able/ Non	 transferable	)		
7. FLAT TAX						)		
			l lines 8a & 8b)					
2019	(A		(B)	A –	B = (C)	(D)	C x D = (E)	
GROSS	Gross R		Exemption	Taxable Gross		Gross	Gross	
RECEIPT							Receipt Tax (Max \$50,000.00)	
ACTUAL			\$20,000.00			Rate		
ESTIMATED			\$20,000.00					
A. GROSS	RECEIPTS	TAX DU	E (Actual Tax Due	minus Est	imated Tax D	ue)		
2019			(F)		(G)	(H)	G <u>x</u> H = (I)	
EMPLOYE		EMP	LOYEE (E)	Number of		Employee or	Employee or	
		oyees or	Practitioner	Practitioner				
ELECTIO ACTUA				Prac	titioner	Tax rate	Tax Due	
ESTIMAT								
		CTITION	ER TAX DUE (Act	ual Tax Du	e minus Estin	nated Tax Due)		
9. OTHER CH			· · · · · ·					
		-	UPATION TAX	DUE (Add	lines 4. 5. 6. 7	7.8&9)		
			newal postmark af			,,		
						nark after April	15 <sup>th</sup> (line 10)	
<b>12. LATE PAYMENT PENALTY</b> 10% of Occupation Tax Due subtotal postmark after April 15 <sup>th</sup> (line 10) <b>13. INTEREST</b> 1% per month of Occupation Tax Due subtotal postmark after April 15 <sup>th</sup> (line 10)								
<b>14. TOTAL BUSINESS OCCUPATION TAX DUE</b> (Add lines 10, 11, 12 & 13)								
ACCEPTANCE AND ACKNOWLEDGEMENT								
I certify that the 2019 ACTUAL figures are true and correct, and the 2020 ESTIMATE for this year is a good faith estimate or last year's actual.								
Print Owner's	/ Authoriz	ed Agent	Full Name		Signat	ure		Date



**Business Name** 

License #/Occupation Tax #


Business Occupation Tax Certificate Alcohol License

# AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION

# 0.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a Business License / Occupational Tax Certificate as referenced in O.C.G.A. § 50-36-1, from DeKalb County the undersigned applicant verifies one of the following with respect to my application for public benefit:

# Do not check more than ONE option.

- I am a United States citizen, 18 years of age or older.
- 2) I am a legal permanent resident of the United States 18 years of age or older.
- 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_\_.

The undersigned applicant also herby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: (i.e. driver's license, I-551, I-766, Passport, etc.)

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 O.C.G.A. § 16-10-20, of the Official Code of the State of Georgia. Executed on this the \_\_\_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_\_\_.

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_.

Applicant Phone Number

NOTARY PUBLIC	
My Commission Expires:	



BUSINESS NAME\_\_\_\_\_

LICENSE #/OCCUPATION TAX #\_\_\_\_\_

NUMBER OF EMPLOYEES (COMPANY-WIDE)

# PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

### **<u>SECTION 1.</u>** Please check only one:

(A) On January 1st of the below-signed year, the individual, firm, or corporation employed **more than ten (10)** employees<sup>1</sup>

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

(B) On January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or fewer** employees.

\*\*\* If you select Section 1(B), please **skip** Section 2 and execute Section 3 below.

### SECTION 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

SECTION 3.

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_\_, 20\_\_\_\_\_ in \_\_\_\_\_(city), \_\_\_\_\_ (state).

\_\_\_\_\_

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_DAY OF \_\_\_\_\_, 20 \_\_\_\_.

NOTARY PUBLIC
My Commission Expires:

<sup>1</sup> Sec. 15-27 Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form I.R.S. W-2 but not a form I.R.S. 1099.



DeKalb County Department of Planning & Sustainability

#### **BUSINESS LICENSE RENEWAL AFFIDAVIT – 2020**

The undersigned, \_\_\_\_\_\_, being duly sworn, says the following: (Licensee)

- 1. Have there been changes of ownership of the establishment?  $\Box$  Yes  $\Box$  No If yes, please explain
- 2. There have been no changes in any information and data contained in and furnished with my original DeKalb County Business Registration application.
- 3. In the past year, have you been convicted of or pleaded nolo contendere to a violation of any federal, state, or county law concerning crime of moral turpitude, misdemeanor, or violation of this Code directly relates to the business for which the certificate is sought? If yes, please explain the violation and provide the date of adjudication and the court of adjudication:
- 4. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of DeKalb County covering the operation of the business establishment I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. DeKalb County sec. 15-45(a). A license issued pursuant to the provisions of this division shall be denied, suspended or revoked by the director if the licensee furnishes fraudulent or untruthful information in the original, renewal or transfer application for a license or omits information required in the original, renewal or transfer application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

Sworn to and subscribed to before me

Licensee's Signature

this\_\_\_\_\_ day of \_\_\_\_\_,20\_\_\_.

Notary Public

My commission expires: (SEAL)



330 W. Ponce de Leon Ave 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

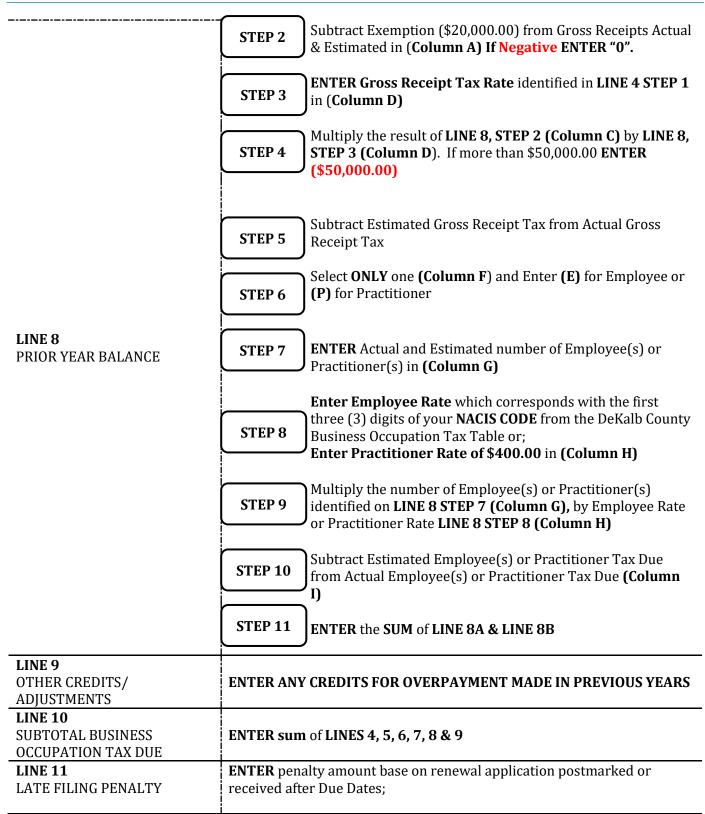
# **2020 FILING INSTRUCTIONS**

330 W. PONCE DE LEON AVE.| DECATUR | GA |30031 | PH (404) 371-2461 | FAX (404) 371-2946

LINE 1	ENTER 2020 Estimated Gross Receipt as defined by DeKalb County			
GEORGIA GROSS RECEIPTS	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".			
	<b>STEP 1</b> Use the DeKalb County Business Occupation Tax Table to get the <b>Gross Receipt Tax Rate</b> that corresponds to the first three (3) digits of your <b>NACIS CODE</b> , which describes the primary business activity.			
<b>LINE 4</b> GROSS RECEIPT TAX	<b>STEP 2 ENTER Gross Receipt Tax Rate</b> identified in <b>STEP 1</b> .			
	<b>STEP 3</b> Multiply <b>LINE 3</b> by Gross Receipt Tax Rate entered in <b>STEP 2</b> . (if the total is more than \$50,000.00 ENTER (\$50,000.00)			
	STEP 1 Select ONLY one.			
<b>LINE 5</b> EMPLOYEE/ PROFESSIONALS ELECTION	<b>STEP 2 ENTER</b> number of Employee(s) or Practitioner(s) ( <i>At least one (1), including owner or operator</i> )			
	<b>STEP 3</b> <b>Enter Employee Rate</b> 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			
	<b>STEP 4</b> Multiply the number of Employee(s) or Practitioner(s) identified on <b>LINE 5, STEP 2</b> , by Employee Rate or Practitioner Rate <b>LINE 5, STEP 3</b>			
<b>LINE 6</b> ADMINISTRATIVE FEE	<b>\$75.00</b> (Nonrefundable or Nontransferable)			
<b>LINE 7</b> FLAT TAX FEE	\$50.00 FEE			
<b>LINE 8</b> PRIOR YEAR BALANCE	ENTER 2019 GROSS RECEIPTS ACTUAL & ESTIMATED in (Column A)			



# **DEPARTMENT OF PLANNING & SUSTAINABILITY**





# **DEPARTMENT OF PLANNING & SUSTAINABILITY**

	Due Dates	Penalty Amount		
	February 1, 2020	\$100.00		
	March 1, 2020	\$300.00		
	April 1, 2020	\$600.00		
LINE 12 LATE PAYMENT PENALTY	received after April 15, 2020.	ultiply <b>LINE 10 by 10%,</b> renewal application payment postmarked or ceived after April 15, 2020.		
LINE 13 INTEREST	Multiply <b>LINE 10 by 1% PER MONTH</b> , postmarked or received after April 15, 2	bly <b>LINE 10 by 1% PER MONTH,</b> renewal application payment arked or received after April 15, 2020		
LINE 14 TOTAL BUSINESS OCCUPATION TAX DUE	ENTER sum of LINES 10, 11, 12, & 13			

# Thank you for completing your 2020 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>. Once received, allow one (1) week for review and processing. 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. Once received, allow two (2) weeks for review and processing. 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 2018 Actual Gross Receipts reported and the 2018 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. 2<sup>nd</sup> 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 2018 Actual Gross Receipts reported and the 2018 Tax Return. Please allow one (1) week for the final review after submission. After the Business License Department has reviewed and processed your application, we will mail your renewal license.



### DEKALB COUNTY BUSINESS OCCUPATION TAX TABLE

First Three (3) Digits of NACIS CODE	Gross Receipts Tax Rate	Fee	Description of Primary Business Activity	Tax Class
111	0.0009	\$10.00	Crop Production	4
112	0.0007	\$8.00	Animal Production	3
113	0.0009	\$10.00	Forestry and Logging	4
114	0.0009	\$10.00	Fishing, Hunting and Trapping	4
115	0.0013	\$14.00	Crop Production Support Activities	6
153	0.0009	\$10.00	Forestry Support Activities	4
211	0.0011	\$12.00	Oil and Gas Extraction	5
212	0.0009	\$10.00	Metal Ore Mining	4
213	0.0009	\$10.00	Mining Support Activities	4
221	0.0005	\$6.00	Electric, Gas, and Sanitary Services	2
233	0.0007	\$8.00	Construction-Building, Developing and General Contractors	3
234	0.0007	\$8.00	Heavy Construction Other Than Building-Contractors	3
235	0.0007	\$8.00	Construction-Special Trade Contractors	3
311	0.0005	\$6.00	Manufacturing - Food	2
312	0.0009	\$10.00	Manufacturing-Beverage and Tobacco Product	4
313 314	0.0009	\$10.00	Manufacturing-Textile Mills	4
314	0.0009	\$10.00 \$10.00	Manufacturing-Textile Product Mills Manufacturing-Apparel	4 4
315	0.0009	\$10.00		3
316	0.0007	\$8.00	Manufacturing-Leather and Leather Products Manufacturing-Lumber and Wood Products, Excepts Furniture	3
321	0.0007	\$8.00	Manufacturing-Paper and Allied Products	3
323	0.0007	\$12.00	Manufacturing-Printing, Publishing and Allied Industries	5
323	0.0007	\$12.00	Manufacturing-Petroleum and Coal Products	3
324	0.0007	\$14.00	Manufacturing-Chemicals and Allied Products	6
325	0.0005	\$6.00	Manufacturing-Plastics and Rubber Products	2
327	0.0007	\$8.00	Manufacturing-Stone, Clay, Glass and Concrete Products	3
331	0.0009	\$10.00	Manufacturing-Primary Metal Industries	4
332	0.0003	\$12.00	Manufacturing-Fabricated Metal Products, Except Machinery & Transport	5
333	0.0009	\$10.00	Manufacturing-Machinery, Except Electrical	4
334	0.0009	\$10.00	Manufacturing-Computer and Electronic Product	4
335	0.0007	\$8.00	Manufacturing-Electrical Equipment, Appliance and Component	3
336	0.0013	\$14.00	Manufacturing-Transportation Equipment	6
337	0.0009	\$10.00	Manufacturing-Furniture and Fixtures	4
339	0.0009	\$10.00	Manufacturing-Miscellaneous Manufacturing Industries	4
421	0.0003	\$4.00	Wholesale Trade-Durable Goods	1
422	0.0005	\$6.00	Wholesale-Trade-Nondurable Goods	2
441	0.0003	\$4.00	Retail Trade-Motor Vehicle Parts Dealers	1
442	0.0007	\$8.00	Retail Trade-Home Furniture, Furnishings, and Equipment Stores	3
443	0.0007	\$8.00	Retail Trade-Electronics and Appliance Stores	3
444	0.0007	\$8.00	Retail Trade-Building Materials, Hardware, Garden Supply Dealers	3
445	0.0007	\$8.00	Retail Trade-Food Stores	3
446	0.0007	\$8.00	Retail Trade-Health and Personal Care Stores	3
447	0.0005	\$6.00	Retail Trade-Gasoline Service Stations	2
448	0.0007	\$8.00	Retail Trade-Apparel and Accessory Stores	3
451	0.0007	\$8.00	Retail Trade-Sporting Goods, Hobby, Book and Music Stores	3
452	0.0007	\$8.00	Retail Trade-General Merchandise Stores	3
453	0.0007	\$8.00	Retail Trade-Miscellaneous Stores	3
454	0.0007	\$8.00	Retail Trade-Non store Retailers, Not Elsewhere Classified	3
481	0.0005	\$6.00	Air Transportation	2
482	0.0003	\$4.00	Railroad Transportation	1
483	0.0005	\$6.00	Water Transportation	2
484	0.0009	\$10.00	Truck Transportation Transit and Ground Passenger Transportation	4
485	0.0003	\$4.00	0 1	1
486 487	0.0005	\$6.00 \$4.00	Pipeline Transportation, Except Natural Gas Scenic and Sightseeing Transportation	2
487	0.0003	\$4.00	Transportation Support Activities	1 6
488	0.0013	\$14.00	Couriers and Messengers	6
493 511	0.0009 0.0011	\$10.00 \$12.00	Warehousing and Storage Publishing Industries	4 5



### DEKALB COUNTY BUSINESS OCCUPATION TAX TABLE

First Three (3) Digits of NACIS CODE	Gross Receipts Tax Rate	Employee Fee	Description of Primary Business Activity		Tax Class	
512	0.0009	\$10.00		Motion Pictures and Sound Recording Industries		
513	0.0003	\$4.00		ng and Telecommunications	1	
514	0.0013	\$14.00		n and Data Processing Services	6	
522	0.0013	\$14.00	Credit Inter	mediation and Related Activities	6	
523	0.0013	\$14.00	Investment	and Commodity	6	
524	0.0013	\$14.00	Insurance C	arriers (Underwrites)	6	
525	0.0013	\$14.00	Funds, Trus	ts and Other Financial Vehicles	6	
531	0.0013	\$14.00	Real Estate		6	
532	0.0009	\$10.00	Rental and	Leasing Services	4	
533	0.0013	\$14.00	Lessors of C	Other Non-financial Intangible Asset	6	
541	0.0013	\$14.00	Professiona	l, Scientific and Technical Services	6	
551	0.0013	\$14.00	Managemer	nt of Companies and Enterprises	6	
561	0.0013	\$14.00	Administra	tive and Support Services	6	
562	0.0009	\$10.00	Waste Mana	agement and Remediation Services	4	
611	0.0013	\$14.00	Educational	Services	6	
621	0.0013	\$14.00	Health Prac	Health Practitioners		
622	0.0013	\$14.00	Hospitals	Hospitals		
623	0.0013	\$14.00	Nursing and	Nursing and Residential Care Facilities		
624	0.0013	\$14.00	Social Servi	Social Services		
711	0.0013	\$14.00	Perform Ar	Perform Arts, Spectator Sports and Related Industries		
712	0.0011	\$12.00	Museums, Historical Sites		5	
713	0.0013	\$14.00	Amusement, Dance, Theater, and Sports		6	
721	0.0007	\$8.00	Hotels, Motels, Campgrounds		3	
722	0.0007	\$8.00	Retail Trade-Eating and Drinking Places		3	
811	0.0009	\$10.00	Repair and Maintenance		4	
812	0.0013	\$14.00	Dry-cleaning and Laundry Services		6	
813	0.0009	\$10.00	Civic and Social Organizations		4	
814	0.0013	\$14.00	Private Hou		6	
First Three	PROFESSIONALS ELECTION O.C.G.A 48-13-9 (c)(2)         First Three (3) Digits of Tax Rate       Professional Rate       Description of Primary Business Activity       Tax Class					
(3) Digits of NACIS CODE		Rat				
541	0.00		00.00 Professional, Scientific and Technical Services		7	
621	0.00	\$400	0.00	Health Practitioners	7	