

DEPARTMENT OF PLANNING & SUSTAINABILITY

September 17, 2019

Dear DeKalb County Customer,

Congratulations! You are applying for the 2020 Business and Alcohol License renewal. This letter serves as the official notification beginning October 1, 2019. To keep you informed, this is the third notification letter updating our customers of the **NEW RENEWAL PROCESS** and **IMPORTANT REMINDERS**. This letter includes information on how to obtain PDF fillable forms, online account access, and payment method.

NEW RENEWAL FORM and PROCESS

- 2020 ALCOHOL AND BUSINESS OCCUPATION TAX RENEWAL FORM**

To facilitate the change pursuant to code section 15-32 (a) "Occupation taxes on all businesses who hold an alcohol license shall be required to be renewed, in conjunction with the alcohol license, no later than December 31 of each year." We have consolidated the **Alcohol License and Business Occupation Tax Renewal Forms**. Enclosed are the Alcohol License renewal form (Page 1 of 2), and the Business Occupation renewal form (Page 2 of 2). See attached 2020 Renewal Filing Requirements and Instructions on how to complete and submit the form(s).

- 2020 ALCOHOL AND BUSINESS OCCUPATION TAX RENEWAL PROCESS**

STEP 1	STEP 2	STEP 3
Business Owner/ Agent: <ul style="list-style-type: none"> ➤ Renewal forms obtained by website or mail ➤ Completed required forms ➤ Calculate Alcohol and Business License Fees and Tax Due ➤ Remit payment along with completed renewal forms and supporting documents to the business license office <i>(see filing requirements and instructions for details)</i> 	DeKalb County Business License Division <ul style="list-style-type: none"> ➤ Receive, review and process completed renewal forms ➤ Process payment ➤ Create invoice if payment remitted is miscalculated or variances between 2018 actual reported and 2018 tax return submitted 	DeKalb County Business License Division: <ul style="list-style-type: none"> ➤ Mail 2020 Alcohol and Business Licenses to the Business Owner/Agent

IMPORTANT REMINDERS



- FORMS**

The 2020 renewal forms are enclosed or you can retrieve the PDF fillable version of each form on our website. **Also, you can scan the QR code for direct access.** Renewal forms that do not require a notary can be completed electronically and submit via email at bllicense@dekalbcountyga.gov. All other forms must be sent via US Postal Service or submitted in person. For a complete listing of required forms and due dates, see the enclosed 2020 Renewal Filing Requirements and Instructions.

Scan Here



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• **ONLINE ACCOUNT ACCESS AND PAYMENT**

Authorized business representatives are now able to go online through The DeKalb County Dynamic Portal to access their account. This is the new DeKalb County e-Permitting website. You must first set up (register) an account in order to view, or pay fees online. (See enclosed instructions on how to register) When the renewal application is processed by the business license division, the authorized business representative will have access to pay taxes and fees due.

Scan the QR Code for direct access

Scan Here



ENCLOSED FORMS & INSTRUCTIONS

- **2020 Alcohol and Business Occupation Tax Renewal Form**
- **2020 Alcohol and Business Occupation Filling Requirements and Instructions**
- **How to Register an Online Account - Instructions**
- **DeKalb County Business Occupation Tax Table**
- **Affidavit Verifying Status For County Public Benefit (SAVE) *to be completed by non-US Citizens only***
- **E-Verify Affidavit**
- **No Change Affidavit**
- **Letter of Entertainment (LOE)**

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

Sincerely,

Oneil Pusey
Business License ManagerwZS

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