

DEKALB COUNTY BUSINESS LICENSE OFFICE

APPLICANT'S REQUEST FOR REFUND

Date of Request: _____

APPLICANT'S DATA:

Account Number: _____

Owner's Name: _____

Business Name: _____

PAYMENT DETAIL:

Date of Payment: _____

Amount Paid: CASH: \$ _____ CHECK: \$ _____ CREDIT: \$ _____

REFUND REQUEST DETAIL:

Payee Name: _____

Refund mailing Address: _____

Contact Phone Number: _____

Requested Refund Amount: \$ _____ (Please attach a copy of your receipt)

E-Mail Address: _____

REQUEST:

I am requesting a refund of my Occupational Tax Registration /Renewal Fee payment due to the following:

1. _____ Application denied by Zoning
2. _____ Application was withdrawn by customer
3. _____ Applicant declines to comply with Zoning requirements
4. _____ Renewal fees were overpaid
5. _____ Renewal fee payment was duplicated
6. _____ Refund of credit balance
7. _____ Other _____

CERTIFICATION:

I HEREBY CERTIFY THAT I AM THE PERSON AND/OR THE COMPANY REPRESENTATIVE LAWFULLY APPLICABLE TO REQUEST AND/OR RECEIVE ANY REFUND ARISING FROM THIS REQUEST.

I FUTURE CERTIFY THE ABOVE DATA TO BE TRUE AND CORRECT.

Signature of Applicant

Date

Business License Official: APPROVED: YES/NO

REFUND POLICY

All requests for refund must be made in writing.

- I. Full refund requests (inclusive of Administrative Fee) with regards to initial applications will only be approved in the following cases:
 1. Application was denied by the Business License Office, and/or Zoning because the business had paid and applied for a license within the wrong jurisdiction, (County, City or other Municipality).
 2. License fees for initial license fees and renewal fees were duplicated.
- II. Full refunds for prior years (not to exceed 3 years) will be approved in the following cases:
 1. The business had applied for and paid license fees within the wrong jurisdiction, (County, City or other Municipality), and the applicant for refund provides a verifiable copy of the appropriate jurisdiction's license for the same/corresponding periods and location.
 2. Upon the completion of a Business License Audit, regardless of who initiated and/or requested the Audit.
- III. Refunds resulting from changes to amounts for gross receipts and number of employees as originally reported via the "Request for Information Forms" will be approved on a case-by-case basis. Requestor may be required to provide certified financial statement in support of their suggested changes. Refund request for prior years remittances involving amounts equal to or exceeding \$2,000 may be subject to an audit.
- IV. Partial refunds (short of Administrative Fee) will be approved in the following cases:
 1. Business owner and/or applicant voluntarily withdrew initial application.
 2. Applicant for initial application declines to comply with zoning requirements with regards to obtaining Certificate of Occupancy.
 3. Applicant for initial and or renewal declines to provide required Certifications, and/or other documents necessary by the Department of Planning & Sustainability (Business License Office).
 4. Applicant for initial and/or renewal declines to comply with inspection requirements established by Public Safety, Health Department, Agriculture Department, Fire Department, or other inspection agencies.
 5. License Certificate has been issued, and delivered via hand delivery, pick-up or U.S. Mail.
- V. Request for refunds whereas the approval process has been completed, and the license issued, and or sent (U.S. Mail) in excess of thirty days (30) past will be denied, regardless of whether the requestor indicates that no business has been conducted.
- VI. Refund request relating to period more than three years past, including the current year will be denied.