DeKalb County Department of Planning & Sustainability

RENEWAL REQUEST FOR INFORMATION – 2019

BUSINESS NAME _____ ACCOUNT NUMBER_____
ADDRESS _____
_____

DeKalb County Business and Occupational Tax will consist of Four parts: (1) a base administrative fee of $75.00, (2) a minimum gross receipts tax of $50.00 (3) a business tax on gross receipts over $20,000 and (4) an employee fee per worker including the owner/operator, and anyone else working in the business.

We are requesting information to finalize your business taxes for last year and to renew your business tax certificate for the year shown above. Please report ***total gross receipts*** generated by this business location or office within unincorporated DeKalb County, and the ***number of employees*** assigned to this location only. The number of employees shall include the owner operator, plus any additional persons working in the business. The bottom portion of this letter should be completed and returned to us no later than ***February 1st to avoid penalty.*** **Renewal REQUEST FOR INFORMATION FORM received after Due Date will be assess penalty as follows:**

Due Date	Penalty
February 1st	**$100.00**
March 1st	**$300.00**
April 1st	**$600.00**

The Occupational Tax due will be calculated based on the four parts as described above (first paragraph), plus credits or debit adjustments from prior years and any penalty assessed.

Business occupational taxes are due by April 15 and **full payment** must be received or postmarked no later than April 30 of the year due to avoid a late payment penalty of ten percent (10%) and monthly interest charges of one percent (1%) until paid in full.

DO NOT MAIL PAYMENT WITH THIS RETURN. Your renewal statement will be mailed to you and may show an adjustment to the tax due for under or overpayments from prior the prior year.

Please complete and return the bottom portion of this form no later than February 1, 2019.

DEKALB COUNTY BUSINESS AND OCCUPATIONAL TAX 2019

Business Name:	Account Number:
Business Address:	☐ Check here if this business is no longer operating. Date Closed: _____
City, State, Zip:	☐ Check here if elect to pay the per professional practitioners' fee of $400.00 for year 2019.

	2018 ACTUAL	2019 ESTIMATE
Georgia Gross receipts generated within unincorporated DeKalb County		
Number of Employees within unincorporated DeKalb County		

I certify that the 2018 ACTUAL figures are true and correct and the 2019 ESTIMATE for this year is a good faith estimate or last year's actual.

_____	_____	_____	_____
Owner's Name	**Signature**	**Date**	**Business Telephone**

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