



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030

(404) 371-2461

December 31, 2015

Department of Planning
& Sustainability

RENEWAL REQUEST FOR INFORMATION - 2016

Account Number _____

Professional practitioners described in O.C.G.A. 48-13-19 (c) may elect to pay \$400.00 per practitioner or a business and occupational tax based on estimated gross receipts. If you elect the gross receipts method, the 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 (minimum of one, including the owner/operator and anyone else working in the business).

This is our request for information to finalize your business tax for last year and to renew your business tax certificate for the year shown above. **Please report total gross receipt generated by this business location or office within the State of Georgia, including DeKalb County, and the number of employees assigned to this office.** If you elect to pay \$400.00 per practitioner, you are not required to report gross receipt and number of employees.

If you decide to pay the \$400.00 per practitioner fee, please check item "3" below and return the form to us. Upon receipt of the requested information, your renewal statement will be prepared and mailed to you. The tax is 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.

Gross receipts shall include the total gross sales of the merchandise, service, fees, commissions, rental and other income. Gross receipts shall not include sales, use or excise taxes; returns, allowances or discounts; inter-organizational sales or transfers; payments to independent contractors or subcontractors. If you have deductions for independent contractors, provide current names and addresses of those contractors.

DO NOT MAIL PAYMENT WITH THIS RETURN. A renewal invoice will be mailed to you based on your tax return.

Please complete and return the bottom portion of this form no later than February 1, 2016

DEKALB COUNTY BUSINESS AND OCCUPATIONAL - TAX 2016

Account :	NAICS:	Description:	A. 2015 Actual(s)	B. 2016 Estimate(s)
Business Name				
Address:				
1. Georgia Gross Receipts, including DeKalb County ...			\$ _____	\$ _____
2. Number of Employees in your DeKalb County Office.... (must be at least one, including the owner/operator)..			_____	_____
3. ___I elect to pay the per practitioner fee of \$400.00 for		Year 2015 _____ Year 2016 _____		
4. ___Check here if this business in no longer operating and show date business close		_____		
5. For more than 10 employees, please provide E-VERIFY number		_____		
6. For 10 or less employees, please check here _____				
7. Sales and Use Tax Identification Number _____				

I certify the 2015 actual figures are true and correct and the estimate for this year is a good faith estimate or last year's actual.

Owner's Name

Signature

Date

Business Telephone