



# CITY OF ATLANTA-OFFICE OF REVENUE BUSINESS TAX RENEWAL FORM

55 Trinity Avenue, SW Suite 1350, Atlanta, Georgia 30303 • Office (404) 330-6270 • www.atlantaga.gov or https://web.atlantaga.gov/blis to renew online

**A \$500 PENALTY WILL BE ASSESSED FOR FAILURE TO FILE RENEWAL BY FEBRUARY 15**

(1) DBA/TRADE NAME:	(2) <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Other	PIN	Tax Class	SIC Code	Business Tax No.
(3) Location:	Business Telephone:	State Tax ID #	Federal EIN:	State Tax ID #	
(4) Corporate Name:	Corporate Address:		Corporate Telephone:		
(5a) Is this a residential business? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please check one. Do not leave blank)		(5b) Business E-Mail:			

**\*OWNER/MANAGER IS RESPONSIBLE FOR REPORTING ALL CHANGES TO YOUR BUSINESS\***

(6) RENEWAL <input type="checkbox"/>	CHANGES (COMPLETE LINE 8) <input type="checkbox"/>
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\*\*\*\*\*RENEWAL\*\*\*\*\*

If you are renewing please check the *renewal box (line 6)*, fill in the *prior year gross revenue and number of employees (line 7)*, *sign and date the form (line 13)* and return in enclosed envelope. Do not leave gross revenue or number of employees blank. If no gross revenue earned, then indicate \$0. Out of state businesses with no Georgia location must report Atlanta revenue only. All businesses are subject to Audit. Pursuant to City Ordinance Chapter 30-85, businesses must attach a copy of prior year applicable tax return (IRS forms 1120, 1065, or Georgia Forms 500 through 700).

(7) IF RENEWAL	PRIOR YEAR ACTUAL GROSS REVENUE: (Report Georgia Revenue Only)	NUMBER OF EMPLOYEES:
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(8) CHANGES: Please list change and circle one to indicate appropriate change to: (a) business name, (b) mailing address, (c) telephone number, (d) **Prior to a location change, Zoning Approval is required in person.**

## PLEASE LIST PRINCIPAL OFFICERS OF BUSINESS

(9) Name	Address	Title	Phone	SS#
(10) Name	Address	Title	Phone	SS#
(11) Name	Address	Title	Phone	SS#

(12) CERTIFICATION – THE INFORMATION HEREIN IS REQUIRED BY SECTION 30-68 CODE OF ORDINANCES OF CITY OF ATLANTA, GEORGIA. I (NAME) \_\_\_\_\_ BEING THE (TITLE) \_\_\_\_\_ OF THE BUSINESS FIRM NAMED, DO HEREBY REGISTER TO OPERATE SAID BUSINESS WITH DOMINANT BUSINESS ACTIVITY OF (TYPE OF BUSINESS) \_\_\_\_\_ Fax \_\_\_\_\_ Emergency Contact Telephone \_\_\_\_\_

(13) Pursuant to the ordinance; the undersigned certifies that he/she is the person duly authorized by the business herein named to file this registration and application for a business license, including the accompanying schedules and statements, and that the same are true. **The business license does not authorize the serving of alcohol. All applicable businesses must obtain a separate alcohol license.**

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

CITY OF ATLANTA ZONING DIVISION USE ONLY ZONING APPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DENIED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CONDITIONS \_\_\_\_\_ LOT \_\_\_\_\_ DIST \_\_\_\_\_ ZONING DIST \_\_\_\_\_

PARCEL ID# \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

# TAX RATE STRUCTURE

## GENERAL INFORMATION FOR ALL APPLICANTS

All businesses located inside the City of Atlanta are required to possess a current license. The license fee is based upon Taxable Gross Revenue. Licenses are issued on a calendar year basis. The current year's fee is based upon the estimates of gross revenue and is adjusted when you apply for a renewal license. The fee is computed by the city, based upon information provided on the application. A bill will be sent for the amount due. **THOUGH THE CITY CALCULATES THESE FEES, DETAILS ON THE CLASS AND RATE SCHEDULE ARE AS FOLLOWS: (SUBJECT TO CHANGE)**

### ANNUAL REGISTRATION FEE – \$75.00

Tax Class	Flat rate \$0 – \$10,000	Tax Rate Per \$1,000
1	\$50.00 PLUS	.60
2	\$50.00 PLUS	.75
3	\$50.00 PLUS	.85
4	\$50.00 PLUS	1.10
5	\$50.00 PLUS	1.40
6	\$50.00 PLUS	1.65
7	\$50.00 PLUS	1.90
8	\$50.00 PLUS	2.15

### AND \$25.00 PER EMPLOYEE

**BUSINESS LICENSE ARE NOT TRANSFERABLE**, and a change in ownership is considered to be the termination of one business and the establishment of another. Because of this, **a new Business Tax Return must be filed by the new owner of the business, and a final return must be filed by the former owner.**

The ordinance requires a **SEPARATE LICENSE FOR EACH LOCATION**, at which you engage in business inside the city of Atlanta.

The information requested on the Business Tax Return is required in accordance with the Code of Ordinances of the City of Atlanta. **IT IS IMPORTANT TO NOTE THAT ALL BUSINESSES ARE SUBJECT TO AUDIT BY THE DEPARTMENT OF FINANCE.**

### INFORMATION FOR NEW BUSINESSES

In registering your business, it is **most important** to carefully note on the return form the Starting Date of the business inside the City of Atlanta, and the estimated total dollar volume in Georgia (of Atlanta) from the start date to the end of the calendar year (December 31<sup>st</sup>)

Any new business which begins on or before January 1<sup>st</sup>, shall register and make application for a Business/Occupational Tax Return before engaging in business. Businesses failing to apply for a Business/Occupational Tax Return on or before the business commencement date will be penalized.

There is an annual seventy-five dollar (\$75.00) Registration fee for each new Business Tax Return. This fee for a new business must be enclosed with the tax return. (This fee is to be paid in guaranteed funds). **THE ANNUAL REGISTRATION FEE IS NON-REFUNDABLE. NO COMPANY OR PERSONAL CHECK WILL BE ACCEPTED.**

### INFORMATION REGARDING ANNUAL RENEWAL OF LICENSE

Business Licenses are issued on a calendar year basis and must be renewed each year. Renewals are due on or before February 15<sup>th</sup> of each year. A penalty is assessed for not filing timely. **DO NOT SEND FEE WITH RENEWAL APPLICATION.** You will be billed for the license fee. Businesses who have not filed by the due date will receive a Failure to File Notice. **IT IS YOUR RESPONSIBILITY TO BE AWARE OF AND TO COMPLY WITH RENEWAL PROCEDURES.** Please contact the Business Tax Division if a renewal application is not received.

### INFORMATION REGARDING FINALIZATION/CLOSING OF THE BUSINESS

In finalizing your business in Atlanta, it is **IMPORTANT TO NOTE ON THE RETURN THE DATE OF TERMINATION**, and **THE ACTUAL DOLLAR VOLUME IN GEORGIA or (ATLANTA) FROM START DATE TO FINAL OR CLOSING DATE.**

\*\* Business/Occupational Tax Return sometimes referred to as Business License Return