

CITY OF ATLANTA
DEPARTMENT OF FINANCE-OFFICE OF REVENUE
55 TRINITY AVENUE, SW, SUITE 1350
ATLANTA, GA 30303
PH: 404-330-6270
WEB: WWW.ATL311.COM

FREQUENTLY ASKED QUESTIONS (FAQs) - APPLYING FOR A BUSINESS LICENSE

Q. Who is Revenue Discovery Systems (RDS)?

A. RDS (www.revds.com) is an authorized agent for the City of Atlanta. RDS assists the City of Atlanta with discovery of new businesses and audits.

Q. What do I need to register a business?

A. Government issued photo identification.
Articles of Incorporation, if your business has been incorporated.
Notarized SAVE Affidavit
Notarized E-Verify Affidavit
Sales Tax Number.
Federal Tax Identification Number or Social Security Number.
\$75.00 Registration Fee guaranteed funds (money order or certified bank check).
\$50.00 Zoning Review Fee
A regulatory permit may be required, depending on the nature of your business.

Q. What happens when I come in to register a new business?

A. You will be asked to complete a New Business Tax Application, which includes a request for an estimate of gross revenue from your business start date until the end of the year.

There is a non-refundable \$75.00 registration fee that must be paid with guaranteed funds (money order or certified bank check). You will go to the Zoning Enforcement Division (3rd Floor, Suite 3900) for approval of your business location which requires a \$50.00 fee. After processing and paying the \$75.00 registration fee and \$50.00 zoning fee, you will receive a temporary license that expires in 30 days.

Q. When will I receive my permanent license?

A. You will receive a bill based on the estimated revenue and number of employees. Once your business tax bill has been paid in full, your business license will be mailed within 5-7 business days.

Q. How long does the process take if I come down to your office?

A. The Zoning Department stops processing new applications at 4:00 p.m. Please allow thirty (30) minutes to an hour to complete the entire process. The Office experiences heavy volume from January 1 through February 15 and wait time may exceed one and a half hours.

Q. May I register my new business by mail?

A. Yes, fully complete, sign and date the New Business Tax Application, Notarized Save and E-Verify Affidavits and include government issued picture identification. Be sure to enclose the \$75.00 registration fee and \$50.00 zoning fee in guaranteed funds (money order or certified bank check). Neither personal nor company checks are accepted. Payment should be made payable to the City of Atlanta. Applications received through the mail require six to eight weeks processing time because zoning requirements also have to be completed.

Q. Can I register a new business on-line?

A. No, however you may download the application, <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=16630> . Fully complete, sign and date the New Business Tax Application, Notarized Save and E-Verify Affidavits include government issued picture identification. Be sure to enclose the \$75.00 registration fee and \$50.00 zoning fee in guaranteed funds (money order or certified bank check). Neither personal nor company checks are accepted. Payment should be made payable to the City of Atlanta. Applications received through the mail require six to eight weeks processing time because zoning requirements also have to be completed.

Q. What if I made a mistake reporting my gross revenue?

A. You may download the amendment form from our website <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=19933>

A form must be completed for each year you wish to amend. Please indicate your gross receipts and number of employees. You must also submit the tax returns Federal 1120 or Georgia 600 for the all applicable year.

Q. Where do I get my Tax Identification Number?

A. Visit the State of Georgia, Department of Revenue website, <https://etax.dor.ga.gov/inctax/sti.aspx> for your State Tax Identification Number.

B. Visit the Internal Revenue Service website, <https://irs-tax.id.com/?gclid=CjibqYro0sECFQIF7Aodgi0Azw> for your Federal Tax Identification Number.

Q. What is my business tax based on?

A. Your tax is based upon the gross receipts, number of employees and type of business (SIC/NAICS code). Businesses located in the City of Atlanta are taxed on statewide receipts. Businesses located outside Georgia are taxed on receipts generated in the City of Atlanta, only.

Q. My business is in Georgia, but not in Atlanta; do I need a Business Tax Certificate to operate in Atlanta?

A. Current state law mandates that you register your business in the municipality or jurisdiction where it is located. This registration allows your business to operate statewide. (Businesses located outside Georgia must register in each municipality or jurisdiction where they have a business location.)

Q. I changed the name of my business and/or location during the past year. How can I update my Business Tax Certificate (Business License)?

A. It is important to notify the Business Tax Division as soon as possible, when adding or changing any business names or locations. There is no fee to change your business name.

However, location changes within the city limits of Atlanta requires a written request for zoning approval which is assessed a \$50.00 Zoning Review Fee.

You can download the Change Form from our website,

<http://www.atlantaga.gov/modules/showdocument.aspx?documentid=19938>

Q. My business ownership status has changed (became a corporation, changed from partnership to sole proprietorship, etc.); do I need to contact your office?

A. Yes: a Final Tax Return

<http://www.atlantaga.gov/modules/showdocument.aspx?documentid=19931> must be completed to close the business under the former ownership structure and a new Business Tax Return <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=16630> completed to register the new business.

Q. I have multiple businesses located within the City of Atlanta. Do I pay a registration fee for each?

A. Yes: each business location must be registered and all applicable fees paid.

Q. How can I find out if my business is located within the City of Atlanta's corporate limits?

A. To verify that your business is located within the City of Atlanta's corporate limits, please call the Zoning Enforcement Division at 404.330.6175.

Q. Who should I contact if I have questions regarding regulatory matters such as:

1. Malt beverages/wine consumed-packaged?
2. Malt beverages/beer consumed-packaged?
3. Create a package store area?
4. Distilled spirits packaged-consumed?
5. Adult entertainment?
6. Hotel/Motel?
7. Massage salon?
8. Massage technician?
9. Bonding company?
10. Escort service?
11. Billiard/pool room?

A. You should contact the Atlanta Police Permits office at 404.546.4470. Please review the Regulatory Permit Directory at <http://www.atlantaga.gov/index.aspx?page=993> for more information.

Q. Where can I find other business tax related forms?

A. All Revenue forms can be found at www.atlantaga.gov and Select: "How Do I" then Select: "Download Forms".