

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE

**For Technical and Non-Technical Issues**

Contact **ATL311.com** or **404-546-0311** to create a case.



Rev 12/2023

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE

1. To log in, click **Login or Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.

2. To apply, click **START a NEW BUSINESS OR APPLY (NEW BUSINESS)** from the center of the home page or top navigation banner on the page.

The screenshot shows the ATL CORE Business Licensing & Permitting Portal homepage. At the top, there is a navigation bar with links: Home, Before You Get Started, Apply (NEW Business), Renew, Pay Invoices, Map, Search, and Calendar. A banner at the top right says "2024 Annual Business License Season is Coming". Below the navigation bar, a blue banner reads "Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311." The main heading is "Welcome to the City of Atlanta Self Service". A central blue box contains "BUSINESS LICENSE RENEWALS" information: "2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024", "FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY", and "FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL". Below this, it states "Business licenses are valid from January 1 through December 31 of year issued." and "2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts." A "Helpful Guides" icon is on the left, and a "Before you get started" icon is on the right. The main content area features eight white boxes with blue icons and text, arranged in a 2x4 grid. The boxes are: "Pre-Zoning Check" (Find out if your business location is within the City of Atlanta.), "Login or Register" (Login to an existing or create a new account. You can also find help if you forgot your login information.), "Pay Invoice with Debit/Credit Card" (Use this tool to pay for invoices.), "Pay Invoice via Lockbox" (Use this tool to pay for individual invoices via the Lockbox.), "Start a NEW Business" (NEW General Business License, Financial Institution, Insurance, Professional License), "RENEW My License for EXISTING Business" (This tool can be used to RENEW an EXISTING Business License and Permit ONLY.), "APPLY for a NEW Alcohol License" (NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License), and "APPLY for a NEW Regulatory Permit" (NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization). The "Login or Register" and "Start a NEW Business" boxes are highlighted with red borders.

**ATLCORE** BUSINESS LICENSING & PERMITTING PORTAL

**REVIEW before you RENEW** **2024 Annual Business License Season is Coming**

Home Before You Get Started Apply (NEW Business) Renew Pay Invoices Map Search Calendar

Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.

**Welcome to the City of Atlanta Self Service**

**BUSINESS LICENSE RENEWALS**

**DID YOU KNOW?** 2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024  
FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY  
FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL

Business licenses are valid from January 1 through December 31 of year issued.

**2024 Renewal Requirement:**  
Financial Documents are now required to support annual reported Gross Receipts.

**Helpful Guides**

**Before you get started**

**Pre-Zoning Check**  
Find out if your business location is within the City of Atlanta.

**Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.

**Pay Invoice with Debit/Credit Card**  
Use this tool to pay for invoices.

**Pay Invoice via Lockbox**  
Use this tool to pay for individual invoices via the Lockbox.

**Start a NEW Business**  
NEW General Business License,  
Financial Institution, Insurance,  
Professional License

**RENEW My License for EXISTING Business**  
This tool can be used to RENEW an  
EXISTING Business License and  
Permit ONLY.

**APPLY for a NEW Alcohol License**  
NEW Alcohol License, Change of  
Agent, Temporary Alcohol License,  
Special Event Alcohol License

**APPLY for a NEW Regulatory Permit**  
NEW Health Establishment Permit,  
Massage Permit, Commercial  
Recreation, Adult Entertainment,  
Vehicle Immobilization

Login or Register

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

3. Options to search for the license type you are applying for:

1. Type the name of the application into the **Application Assistant Search Bar** and click the **Search Icon** or press **Enter** on your keyboard.
2. Select your desired application from the list of available applications.
3. Click **Apply** to begin the application process.

Application Assistant

Financial Institution



All

Trending

My History

LICENSES

PERMITS

> Show Categories

Show My Templates

Financial Institution

Category Name:  
Business License

Description:

This application is required to obtain a license to operate a bank, credit union or any other financial institution.

Apply

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

4. Select the **Company Type** from the dropdown menu, then click the “+” plus icon to **Create New Business During Application** which serves as the business profile for this application.

Apply for License - Financial Institution

\*REQUIRED

Select or create the business for this application

The screenshot shows a blue rectangular button with the text "Create New Business During Application" and a white plus icon. A red rectangle highlights the plus icon. To the right of the button is a dropdown menu titled "Select Company Type" with a red border. The dropdown menu is open, showing a list of company types: "Limited Liability Compa", "Select Company Type", "Corporation", "General Partnership", "Limited Liability Company" (highlighted in blue), "Limited Liability Partnership", "Non-Profit", and "Sole Proprietorship".

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

5. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type.

For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

After saving your address details, click **Next**.

Apply for License - Financial Institution \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

**LOCATIONS**

Your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type. For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

[Back to Application](#)

**Add Location**

Business Location

**Add Location**

**+ REQUIRED**

Business Location  
Additional Location  
Business Location  
Event Location  
Home (Principal)  
Home Address  
Mailing

Address Parcel

Add Address As Business Location

Search Enter Manually

Save Draft **Next**

**Address Information**

Search



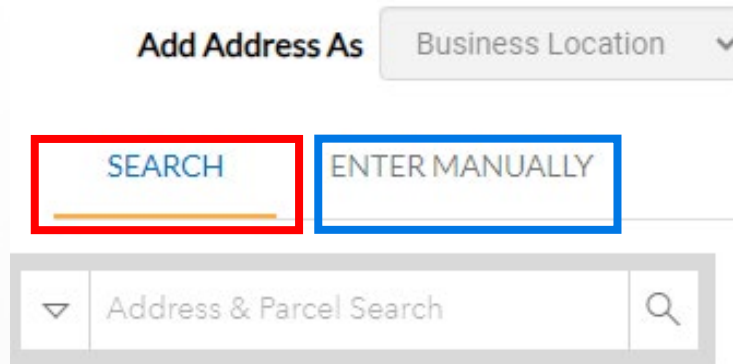
# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

6. There are two different methods for adding an address to your business account:

You can **search** our GIS records for an address, or you can **enter the address manually**.

## Searching for an Address

1. Make sure Address is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press Enter on your keyboard.
3. Returned results will be displayed below the search bar.



Add Address As Business Location

SEARCH ENTER MANUALLY

Address & Parcel Search

## Manually Adding an Address

1. Make sure Address is selected and shown in blue, as shown on the image.
2. Click Enter Manually and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

Apply for License - Financial Institution

\*REQUIRED

7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

**Note:** The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

**To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.**

Locations Type Contacts More Info Attachments Signature Review and Submit

**BUSINESS DETAILS**

Please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business. To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.

\* Company Type Limited Liability Company

\* Company Name

Business Description

DBA

\* Location

TIN

Tax ID

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

## LICENSE DETAILS

\* License Type

\* Description

8. **License Type** – Verify for accuracy. If incorrect, cancel application and restart with correct professional type.

9. **Description** – Include the description of the license that corresponds with the license type.

Click **Next**, to proceed.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

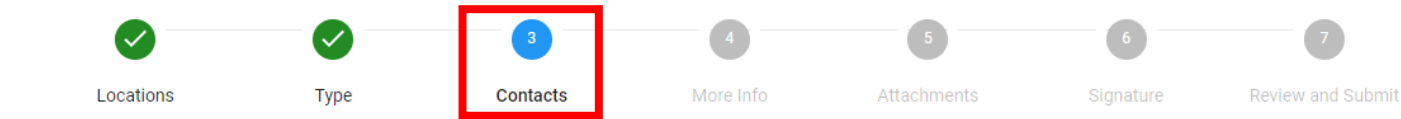


# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

10. On the **Contacts** section, under **Contacts**, to add the required Licensee, click + **Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

Apply for License - Financial Institution

\*REQUIRED



CONTACTS

To add the required Licensee, click + **Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

Applicant Authorized Officer Add Contact

REQUIRED REQUIRED

Back Create Template

Select Type

- Agent
- Applicant
- Attorney
- Authorized Officer
- Business Owner**
- Company
- Contractor
- Corporate
- Hotel/Motel Entity
- Law Firm
- Licensee
- Manager
- Manager's Spouse
- New Owner
- Owner
- Partner
- Payroll Holding Company
- Previous Agent
- Principal Officer
- Representative of the Business

Save Draft Next

11. Add a contact by entering a **Name**, **Email**, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually. After adding the **Contact Type** and **Contact**, Click **Next**, to proceed.

Back to Application

Add Contact

Add Contact As Representative of the Business

Search Enter Manually My Favorites

Search Name, E-mail, or Company

\*One or more contacts are **REQUIRED**. You can use a contact more than one time. **Contact record must include address.**

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

12. On the **More Info** section, under **More Info**, fields denoted with an Asterisk (\*) must be completed.

Click **Next**, to proceed.

Apply for License - Financial Institution

\*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

MORE INFO

Fields denoted with an Asterisk (\*) must be completed.

General Information

Branch Info (All the Locations info within the City of Atlanta; Downtown and Buckhead)

\*Is this a new Branch Location?

\*Are you Exempt from Everify?

\*Everify Number (If answer above is yes, enter 0)

Schedule 1 - More than 5 Full Service Offices

Schedule 1 Information - Please reference your PT-440 Form. (More than 5 full service offices)

Next Section | Top | Main Menu

Previous Section | Next Section | Top | Main Menu

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

13. On the **Attachments** section, under **Attachments**, to add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

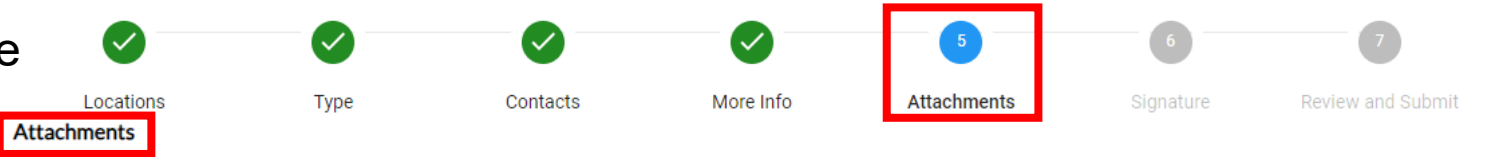
**You will not be able to proceed without providing the required documents.**

Click **Next**, to proceed.

**NOTE:** You can click **Save as Draft** to save your application until you have the required documents. To return to application, locate draft or template. Click on username in top right corner. Select Saved Work. Select My Templates or My Drafts tab.

## Apply for License - Financial Institution

\*REQUIRED



This business type requires the following required documents. Click the form type below or click "**FORMS**" here to download current forms. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

This business type requires the following **Supporting Documents**:

- **GA-900 Form**
- **PT-440 Form**
- **List of Branches with Addresses within City Limits.**
- **S.A.V.E Affidavit - THE FORM MUST BE NOTARIZED.**
- **E-Verify Affidavit - THE FORM MUST BE NOTARIZED.**
- **Government Issued ID - It must be valid and match the signature on the application.**

<b>E-Verify Affidavit</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	<b>GA-900</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	<b>Gov't Issued Photo ID</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	<b>List of Branches with Addresses...</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED
<b>PT-440</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	<b>SAVE Affidavit</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	<b>Select Type</b> Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf... REQUIRED	

Back Create Template Save Draft **Next**

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

14. On the **Signature** section, under **Signature**, type your **name** to provide consent.

15. Slide the blue tab to enable **Type Signature**. Type applicant's name.

Click **Next**, to proceed.

Apply for License - Financial Institution \*REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

**SIGNATURE**

The City is hereby in receipt of your submission of the requisite documents in accordance with Sec. 30-57 of the Municipal Code and the accuracy and completeness of the information contained therein. The City of Atlanta ("City") conducts an ongoing review of these documents which may require supplemental responses from the Certificate holder. Failure to timely respond and/or providing any false information may result in imposed penalties, fees, or suspension of the Certificate.

\* Please type your name as consent to electronically sign this application.

Joe Bravo

Enable Type Signature ☒ Joe Bravo

Joe Bravo  
December, 17 2023

X *Joe Bravo*

Back Create Template Save Draft **Next**

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

16. On the **Review and Submit** section, review all application details prior to clicking **Submit** to submit your application.

17. After clicking the submit button, a confirmation message will appear with a link to your pending license. Click **Continue to License**, to proceed.

Apply for License - Financial Institution

\*REQUIRED

✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature

7 Review and Submit

Submit

Continue to license

✓ Your application was successfully submitted!

Thank you! You have successfully submitted your application for review. Please note that required fees must be paid before the processing and/or issuance of a license. All application fees are non-refundable. Please allow 6-8 weeks for initial review of your application. No further changes can be made upon submission. If you have any questions or concerns, please contact ATL311 (#311 or 404-546-0311) for assistance.

Locations

Business Location

Basic Info

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

18. Your **License Number** will appear in the top left corner.

Note message on pink banner *(messages may vary from the messages shown)*

The **Status** of your application is in the blue shaded section.

License Number: FIN-0623-21334

- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:	Financial Institution	District:		Applied Date:	06/08/2023
Account Number:		Issued By:	Administrator, System	Period Start Date:	
Status:	Submitted - Online			Expiration Date:	
Description:	Financial Institution				

Business | Locations | Attachments | Contacts | Classifications | More Info

Business | Next Tab | License Details | Main Menu

Business

Company Name:	Financial Institution - TEST%	DBA:		Open Date:	
Company Type:	Limited Liability Company	Status:	Submitted	Closed Date:	
District:				Last Audit Date:	
Location:	Commercial				



# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)

Dashboard Home Before You Get Started Apply (NEW Business) Renew **My Work** Pay Invoices Map Search🔍 Calendar📅

**My Work**

MY INVOICES MY LICENSES

Search...

Add To Cart Display Unpaid ▾ for All Invoices ▾ Export to Excel

<input type="checkbox"/>	Invoice Number	Amount Due ▾	Due ▾	Status ▾	Case Number ▾	Address ▾
<input type="checkbox"/>	INV-00125606	\$582.50	04/21/2023	Invoiced, Past Due		1234 Stop
<input checked="" type="checkbox"/>	INV-00128490	\$125.00	05/19/2023	Invoiced, Past Due		1234 Stop

⬅ Back

Shopping Cart

Total \$125.00  
Check Out

Invoice: INV-00128490  
Due Date: 05/19/2023

Description: GBL-0523-21048

Case Number	Project	Case Address	Amount Due
GBL-0523-21048		1234 Stop	\$125.00

\$125.00  
Remove  
Top | Main Menu

Total \$125.00  
Check Out

19. When the Billing team has completed processing your application, your invoice can be found on the **My Work** tab, under **My Invoices**. Select the invoice, click **Add to Cart** to pay applicable invoice, select **Check Out**.

20. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

# HOW TO APPLY FOR FINANCIAL INSTITUTION LICENSE (cont'd)



Atlanta, GA  
Order Number: 92023  
Thursday, May 25, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00128490		1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

## Payment Details

\*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
Select one... ▼	<input type="text"/>	Month... ▼ Year... ▼
CVV Code		
<input type="text"/>		

**Pay Now - \$125.00**

[Cancel](#)

21. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

**NOTE:** Once your payment is received, your license application can be processed.

## For Technical and Non-Technical Issues

Contact **ATL311.com** or **404-546-0311** to create a case.

