

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE

For Technical and Non-Technical Issues

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



HOW TO RENEW A 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 **RENEW My License for EXISTING 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 section titled "BUSINESS LICENSE RENEWALS" contains information about 2024 renewals, including a \$500 penalty for failure to renew by February 15, 2024, and a 10% penalty & 1.5% interest assessment on unpaid principal for failure to pay by April 1, 2024. It also states that business licenses are valid from January 1 through December 31 of the year issued, and that 2024 renewal requirements include financial documents 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. Below this, there are eight service tiles arranged in a 2x4 grid. The "Login or Register" tile and the "RENEW My License for EXISTING Business" tile are highlighted with red borders. The "RENEW My License for EXISTING Business" tile specifies that the tool can be used to renew an existing business license and permit only.

ATL CORE
BUSINESS LICENSING & PERMITTING PORTAL

REVIEW
before you
RENEW

2024 Annual Business License Season is Coming

Click Here

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 RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

3. From **My Work – My Licenses**, locate your license. Click the blue **Renew** button.

DashboardHomeBefore You Get StartedApply (NEW Business)RenewMy WorkPay InvoicesMapSearchCalendar

My Work

MY INVOICES

MY LICENSES

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
FIN-0623-21334	Renew	Financial Institut...		1234 Stop	Submitted - ...	Financial Institution	06/08/2023

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

4. The **Type** section, under **LICENSE DETAILS** displays your **License Type** and **Description**.

Note: Review for accuracy.
(You cannot make changes.)

Click **Next**, to proceed.

Renew License - Financial Institution

*REQUIRED

1 Type

2 More Info

3 Attachments

4 Review and Submit

LICENSE DETAILS

License Type Financial Institution

Description

Next

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

5. On the **More Info** section, under **More Info**, identify all sections that apply and complete in its entirety.

Click **Next**, to proceed.

Renew License - Financial Institution *REQUIRED

1 2 3 4

Type More Info Attachments Review and Submit

MORE INFO

Identify all sections that apply and complete in its entirety.

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

*Are you Exempt from Everify?

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

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

No. of Atlanta Allocated Branches

Total of Branch Locations

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

6. 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.

Renew License - Financial Institution *REQUIRED

✓
Type

✓
More Info

3
Attachments

4
Review and Submit

Attachments

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.

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

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

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

Renew License - Financial Institution *REQUIRED

✓ Type ✓ More Info ✓ Attachments 4 Review and Submit

Submit

Locations

Business Location

Basic Info

Type Financial Institution

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

8. 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-0423-19993

- 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:	06/13/2023
Account Number:		Issued By:	Period Start Date:	
Status:	Submitted - Online		Expiration Date:	01/01/2999
Description:				

Business

Locations

Attachments

Contacts

Classifications

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

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

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)

DashboardHomeBefore You Get StartedApply (NEW Business)RenewMy WorkPay InvoicesMapSearchQCalendar0

My Work

MY INVOICESMY LICENSES

Search...

Add To CartDisplayUnpaid ▼forAll Invoices ▼Export to Excel

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

[Back](#)

Shopping Cart

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

Description: FIN-0423-19993

Case Number	Project	Case Address	Amount Due
FIN-0423-19993		1234 Stop	\$125.00

Total \$125.00
Check Out

Remove

Top | Main Menu

Total \$125.00
Check Out

9. 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**.

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

HOW TO RENEW A FINANCIAL INSTITUTION LICENSE (cont'd)



Atlanta, GA

Order Number: 92023

Thursday, May 25, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00128490	FIN-0423-19993	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
<div>Select one...<div></div></div>	<input type="text"/>	<div>Month...<div></div></div> <div>Year...<div></div></div>
CVV Code		
<input type="text"/>		
<div>Pay Now - \$125.00</div>		

[Cancel](#)

11. 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.

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