

CITY OF STOCKBRIDGE, GEORGIA: OCCUPATIONAL TAX APPLICATION

REMIT TO: CITY OF STOCKBRIDGE- OCCUPATIONAL TAX DEPT
 4640 NORTH HENRY BOULEVARD
 STOCKBRIDGE, GA 30281
 PHONE 770-389-7900
www.cityofstockbridge.com

FOR GOVERNMENT USE ONLY
 ACCOUNT # _____
 NAICS CODE _____
 License received on _____, 20____
 Zoing _____

NEW: RETURN ORIGINAL BEFORE COMMENCING OPERATIONS
 RENEWAL: RETURN ORIGINAL BEFORE OCTOBER 1

If payments to a subcontractor or independent agent are being subtracted from gross receipts, list the name, address and phone number of each subcontractor or independent agent and the amount paid to each on a separate sheet. Enclose with return.

PLEASE PRESS HARD AND COMPLETE ALL SECTIONS -----

SEE REVERSE SIDE FOR INSTRUCTIONS

1. BUSINESS CORPORATE & "DOING BUSINESS AS" NAME

OCCUPATIONAL TAX SCHEDULE (13 or 14)

13. GENERAL BUSINESS:
 Provide either actual/estimated gross receipts or indicate a range.
 Ranges will be assessed at high end of range.
 A. Estimated gross receipts for current year \$ _____
 B. Yearly Estimated Gross Receipts for current year (check one)
 \$ 1 - 200,000 _____ \$5,000,001 - 7,000,000 _____
 200,001 - 500,000 _____ 7,000,001 - 10,000,000 _____
 500,001 - 1,000,000 _____ 10,000,001 - 15,000,000 _____
 1,000,001 - 1,500,000 _____ 15,000,001 - 30,000,000 _____
 1,500,001 - 2,000,000 _____ 30,000,001 - 60,000,000 _____
 2,000,001 - 5,000,000 _____ 60,000,001 - 99,000,000 _____

2. BUSINESS ADDRESS Own Lease (proof required)

3. BUSINESS MAILING ADDRESS

4. IS BUSINESS LOCATED IN YOUR HOME? ___ Yes ___ No

14. PROFESSIONAL OCCUPATIONAL TAX
 Professionals have a choice of gross receipts (#13) or a flat rate of \$250 for each professional.
 # _____ prof x \$250 = amt due \$ _____

5. FEDERAL TAX I.D NO. OR SSN

6 NUMBER OF EMPLOYEES

7. TELEPHONE NUMBER
 CORP OFFICE/CELL(_____) _____ - _____
 LOCAL OFFICE (_____) _____ - _____

- General Check List: FOR OFFICE USE ONLY**
- Owner's Photo ID (Driver's License)GA & US Citizenship
 - Proof of Residence for Owner (If different from DL)
 - Signed copy of lease/Ownership documentation
 - State/Federal License or Registration
 - Certificate & Articles of Incorporation / LLC
 - Certificate of Occupancy (Fire & Building Inspection)
 - Food Service Permit
 - Current on Water, Sewer & Sanitation
 - Grease Trap Inspection
 - Approval from home owner's assoc/property manager

8. TYPE OF OWNERSHIP
 SOLE OWNER CORPORATION
 PARTNERSHIP LLC
 STATE AND DATE OF CORPORATION _____

RENEWABLE ANNUALLY JANUARY 1ST
 10% PENALTY + 1.5% PER MONTH INTEREST IF LATE
 NON-TRANSFERRALBE. SUBJECT TO CITY ORDINANCE.

9. NAME, TITLE AND ADDRESS OF OWNERS OR OFFICERS
 If a corporation, give president and secretary.
 NAME/TITLE _____
 HOME ADDRESS _____
 _____ PH#: _____
 NAME/TITLE _____
 HOME ADDRESS _____
 _____ PH #: _____

INSPECTIONS

10. FULLY DESCRIBE TYPE OF BUSINESS

FIRE MARSHALL
 770-288-6637

11. STATE LICENSE NO. (IF APPLICABLE)

BUILDING INSPECTOR
 770-288-6102

12. TYPE OF REGISTRATION DATE BUSINESS OPENED _____
 NEW RENEWAL DATE BUSINESS CLOSED _____

HEALTH DEPT INSPECTOR
 770-954-2078

GREASE TRAP INSPECTOR
 678-583-4500 / 770-474-1232

IN ACCORD WITH THE BUSINESS ORDINANCE, CITY OF STOCKBRIDGE, GEORGIA, I, THE UNDERSIGNED, CERTIFY THAT I AM THE PERSON DULY AUTHORIZED BY THE BUSINESS HEREIN NAMED TO FILE THIS RETURN, INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS AND THAT THE SAME ARE TRUE, CORRECT AND COMPLETE.

NAME (please print) _____ TITLE _____
 SIGNATURE _____ DATE _____

GENERAL INFORMATION AND INSTRUCTIONS

The City of Stockbridge levies an occupational tax on every business operation in the City of Stockbridge under the provision of State Law OCGA 48-13.

OCCUPATIONAL TAX: The occupational tax is levied each calendar year upon all businesses and practitioners of professions with one or more locations in the City of Stockbridge or upon applicable out-of-state businesses that meet the requirements of State Law. The occupational tax levy is based on the gross receipts of the business applied to the tax schedule in city ordinances 9.01.040.

"Gross Receipts" means total revenue of the business or practitioner for the period, including without being limited to the following: (i) Total income without deduction for the cost of goods sold, or expenses incurred; (ii) Gain from trading in stocks, bonds, capital assets or instruments of indebtedness; (iii) Proceeds from commissions on the sale of property, goods or services; (iv) Proceeds from fees charged for services rendered; and (v) proceeds from rent, interest, royalty or dividend income." OCGA 48-13-5(2)(A). Please note, the financial information is strictly confidential and violation of the confidentiality is unlawful and is punishable as a misdemeanor.

NEW BUSINESS: Occupational tax is due and payable before commencement of business to be accepted without penalty. Businesses commencing after July 1st of any calendar year, shall pay fifty percent of the tax amount due with the exception of professionals.

RENEWALS: Annual renewals are due and payable on or before January 1st of each calendar year. Payments by mail shall be postmarked on later than midnight of January 1st to be accepted without penalty/

COMPLETE ALL SECTIONS WITH INFORMATION REQUESTED.

1. **BUSINESS NAME:** Give complete corporate name and "doing business as " name. If not incorporated, give full name of business.
 2. **BUSINESS LOCATION ADDRESS:** Actual street address of business. A Post Office Box Number may not be used in this section. Must provide proof of ownership or a signed copy of lease agreement.
 3. **BUSINESS MAILING ADDRESS:** Give complete mailing address with zip code.
 4. **IS BUSINESS LOCATED IN HOME:** Check appropriate blank. If yes, please read and sign home occupation regulations form. Must provide proof of ownership or a signed copy of the lease agreement. If rental or lease, you must provide a letter of approval from landlord to operate business in home or apartment.
 5. **FEDERAL TAX I.D. NO. OR SOCIAL SECURITY NO:** Complete Federal Tax Identification Number for the business or owner's Social Security Number.
 6. **NUMBER OF EMPLOYEES**
 7. **TELEPHONE NUMBER:** Complete as applicable
 8. **TYPE OF OWNERSHIP:** Check appropriate box and complete State and date if incorporated.
 9. **NAME AND HOME ADDRESS OF OWNERS AND OFFICERS:** Complete all applicable lines including name, title and home addresses of the owners or officers. If partnership, list all parties. If a corporation, list president and secretary. Must provide proof of residence and U.S. CITIZENSHIP or permanent alien resident status for owner(s) as required.
 10. **FULLY DESCRIBE TYPE OF BUSINESS:** Describe fully the type of business that will be conducted.
 11. **STATE LICENSE NUMBER:** Complete state license number issued by Secretary of State if applicable.
 12. **TYPE OF REGISTRATION:** Check applicable box and give date your business opened or closed in the City of Stockbridge
- COMPLETE EITHER SECTION 13 OR 14.
13. **GENERAL BUSINESS:** Fill in estimated amount or Check the applicable bracket showing the estimated gross receipts for you business. Occupations using ranges to report gross receipts will be assessed at high end of range.
 14. **PROFESSIONAL OCCUPATIONAL TAX:** This option is for Practitioners of Professions only as defined by the State of Georgia. Professionals may elect to pay occupational tax as a flat fee of \$250.00 per practitioner who is licensed to provide the service. The per practitioner tax applies to each person in the business who qualifies as a practitioner under state law.

All paperwork must be submitted to the City of Stockbridge Business License Department before scheduling a fire inspection and building inspection. Both inspections must be approved and a certificate of occupancy obtained before an occupational tax certificate is issued. Business may not commence until all requirements have been met and a paid occupational tax certificate has been received from the City of Stockbridge.

Occupational Tax Certificates are renewed annually. Renewal notices are mailed in September and returned to the City of Stockbridge on or before October 1st. Bills are mailed in December and are due on or before January 1st. Failure to receive correspondence regarding renewal or bill does not relieve obligation to pay occupational tax, penalty and/or interest. A 10% penalty + 1.5 % per month interest apply if paid late.

All paperwork should be submitted by applicant or representative in person, please do not mail or fax. For additional information, contact the Occupational Tax Department located at 4545 North Henry Boulevard, Stockbridge, Ga. 30281 Telephone 770-389-7902