

**BUSINESS OCCUPATIONAL TAX RENEWAL WORKSHEET GARDEN CITY, GA****Annual Renewal****\*Failure to Submit the Application and Fees on or before April 1st of Each Year will Result in Penalties and Interest.**

Business Name: \_\_\_\_\_

Industry Description: \_\_\_\_\_

NAICS: \_\_\_\_\_ FEE CLASS: \_\_\_\_\_ RATE: \_\_\_\_\_

Business Name and Mailing Address    	Business Name & Physical Address    
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Are you a professional practitioner electing to pay a flat fee of \$400? YES or NO

If yes, submit a copy of your State license. Enter \$400 on line 4 below and complete calculations.

Is this business required by any State of Georgia or Federal Agency to have a State License? YES or NO

Is this a Home-Based Business? YES or NO

**Does your business have a State of Georgia Sales Tax ID #?** If yes, provide the ID # \_\_\_\_\_

Please provide your FEIN or SSN if you are a sole proprietorship: \_\_\_\_\_

If partnership, please give names and social security numbers of each partner:

**\*Please attach a copy of your tax return or profit & loss statement in order to verify the gross receipts amount\*****Tax Calculation for Current Year** \_\_\_\_\_

1. Gross Receipts for the Previous Year	(1)	_____
2. Multiply Line 1 by Rate: _____	(2)	_____
3. Administrative Fee	(3)	150.00
4. Occupational Tax Due (Add lines 2 and 3)	(4)	_____
5. Penalty - 10% Penalty on or after April 1st	(5)	_____
6. Interest - 1.5% Interest per month on or after April 1st	(6)	_____
7. Credit for Previous Tax Overpayment	(7)	_____
8. Total Amount Due (Add Lines 4 through 7) (+ or -)	(8)	_____

**Return Completed Worksheet & Renewal Application with Check or Money Order Made Payable To: City of Garden City****Mail To: City of Garden City • 100 Central Ave • Garden City, GA 31405. For assistance call (912) 963-2755.****You can also email us at [occtax@gardencity-ga.gov](mailto:occtax@gardencity-ga.gov).**

I hereby swear under penalty of perjury that the information reported on this worksheet is to the best of my knowledge true, correct and complete. I understand that the issuance of the Occupational Tax Certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable City of Garden City and State of Georgia ordinances and regulations. I understand that if it is determined that my occupational license requires board certification, I must submit a copy of that board certification along with my renewal. I understand that failure to supply this documentation could result in a delay of the issuance of my Occupational Tax Certificate.

Printed Name:	Title:
Signed:	Date:
Email:	Phone: