

BUSINESS TAX RENEWALS

Q. What are the deadlines for business tax renewals and payments?

The deadline to renew your registered business is February 15 each year. The payment deadline is April 1st each year.

Q. Where can I find a business tax renewal form?

You may download the form at www.atlantaga.gov.

- ✓ Select: "How Do I".
- ✓ Select: "Download Forms".
- ✓ Select: "Business Tax Renewal Form".

Q. What is the penalty, if my renewal is not filed by the deadline of February 15?

Per Ordinance 04-O-1810, failure to renew your business license by February 15th of each year will result in a \$500 late fee applied to your account.

Q. What is the penalty, if my payment is not made by the deadline of April 1st?

Your business is subject to a 10% penalty of your total license fee plus interest of 1% per month, if paid after April 1st.

Q. Can I renew my business online?

Yes. Save time and renew online at <https://web.atlantaga.gov/BLIS>. You will need your business tax # and PIN # to complete the online process.

Q. Where can I find my PIN #?

Select "Retrieve My PIN" at <https://web.atlantaga.gov/BLIS>. An email will be sent to you that will provide your PIN # to complete the online process.

You may also contact the Office of Revenue at 404.330.6270 for your PIN #.

NEW BUSINESS APPLICATIONS

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

To register a business in our Office, you will be asked to complete the following steps:

- ✓ 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 calendar year.
- ✓ Visit the Zoning Enforcement Division (3rd Floor, Suite 3900) for approval of your business location. There is a \$50 processing fee.

- ✓ Return to the Office of Revenue to pay the \$75.00 registration fee with guaranteed funds (money order, cashier's check, credit cards, cash) to receive a temporary license that expires in 30 days.

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

Please allow 30 minutes to an hour to complete the entire process. The Office experiences heavy volume from January 1 thru February 15 and wait time may exceed one hour.

The Office of Revenue's hours are 8:00am until 5:00pm daily. However, the Zoning Enforcement Division stops accepting customers at 4pm. Please arrive before 4pm to complete the process successfully.

Q. May I register my new business by mail?

Yes, fully complete, sign and date the Business Tax Application and enclose the \$75.00 registration fee and a \$50 zoning fee guaranteed funds (money order, cashier's check, credit cards, cash) made payable to the City of Atlanta. Personal and company checks are not accepted.

Applications received through the mail require 6 to 8 weeks processing time because zoning requirements must be completed.

Q. Can I register on the Internet?

No. However, you may download the business tax application, complete and mail it in with the \$75.00 registration fees in certified funds (money order or cashier's check) and made payable to the City of Atlanta.

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

You may download the form at www.atlantaga.gov and Select "How Do I". Select "Download Forms". Select "Business Tax Amendment Form".

Contact the Office of Revenue at 404.330.6270 or by email at biztax@atlantaga.gov and we will mail, e-mail or fax the Business Tax Amendment Form to your attention.

Q. Where do I get my State Tax Identification Number?

Contact the Georgia Department of Revenue's Registration and Licensing Division at 1-877-GADOR11 (1-877-423-6711) or via e-mail to ctaxreg@dor.ga.gov.

The State Taxpayer Identification Number (STIN) is a number assigned by the Department to every business that registers for a tax specific identification number, permit, or license. Each registration for a particular business is housed under its STIN. The Department uses the STIN to reference taxpayer account information, as well as to establish liabilities and credits.

Q. Where do I get my Federal Tax Identification Number?

To apply for a **Federal Tax I.D number**, contact the IRS at 1-800-829-1040 or visit www.irs.gov

Q. What is my business tax based on?

Your tax is based upon the gross receipts and number of employees from your business. 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?

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.

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

To verify that your business is located within the City of Atlanta, please call the Zoning Enforcement Division at 404.330.6175. This division verifies if a business can exist in the desired location and conducts research to verify that there is permitted use based on the district regulations.

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

Yes: A Final Tax Return must be completed to close the business under the former ownership structure and a new Business Tax Return must be completed to register the new business.

You may download the form at www.atlantaga.gov and Select “How Do I”. Select “Download Forms”. Select “Business Tax Final Close Form”.

When finalizing a business, you will be asked to provide copies of the tax returns for the applicable year in which the business is closing.

You may also contact the Office of Revenue at 404.330.6270 or by email at biztax@atlantaga.gov and we will mail, e-mail or fax the appropriate forms to your attention.

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

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