CITY OF ATLANTA-OFFICE OF REVENUE

BUSINESS TAX RENEWAL FORM

55 Trinity Avenue, SW Suite 1350 Atlanta, Georgia 30303

Office (404) 330-6270 • www.atlantaga.gov or https://web.atlantaga.gov/blis to renew online

A $500 PENALTY WILL BE ASSESSED FOR FAILURE TO FILE RENEWAL BY FEBRUARY 15

(1) DBA/TRADE NAME

Business Tax No. Tax Class SIC Code

(2) ☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Partnership ☐ Other

Business Telephone:

(3) Location:

Federal EIN: State Tax ID

(4) Corporate Name

Corporate Address:

Corporate Telephone:

(5a) Is this a residential business? ☐ Yes ☐ No (Please check one. Do not leave blank)

(5b) Business E-Mail: COATEST@ATLANTAGA.GOV

*** OWNER/MANAGER IS RESPONSIBLE FOR REPORTING ALL CHANGES TO YOUR BUSINESS***

(6) RENEWAL ☐ **FINAL: ☐ SOLD ☐ CLOSED** **CHANGES (COMPLETE LINE 9) ☐**

*******RENEWALS*******

If you are renewing please check the *renewal box (line 6)*, fill in the *prior year gross revenue and number of employees (line 7)*, *sign and date the form (line 14)* and return in enclosed envelope. Do not leave gross revenue or number of employees blank. If no gross revenue earned, then indicate $0. Out of state businesses with no Georgia location must report Atlanta revenue only. All businesses are subject to Audit. Pursuant to City Ordinance Chapter 30-85, businesses must attach a copy of prior year applicable tax return (IRS forms 1120, 1065, or Georgia Forms 500 through 700).

(7) IF RENEWAL **PRIOR YEAR ACTUAL GROSS REVENUE: (Report Georgia Revenue Only)** **NUMBER OF EMPLOYEES:**

(8) IF FINAL/CLOSED, ENTER ACTUAL GROSS REVENUE AND EMPLOYEES HERE: **DATE SOLD/CLOSED:**

GROSS REVENUE_____ **NUMBER OF EMPLOYEES**_____

(9) CHANGES: Please list change and circle one to indicate appropriate change to:(a) business name,(b) location, (c) mailing address (d) telephone number.

PLEASE LIST PRINCIPAL OFFICERS OF BUSINESS

(10) Name	Address	Title	Phone	SS#
(11) Name	Address	Title	Phone	SS#
(12) Name	Address	Title	Phone	SS#

(13) CERTIFICATION – THE INFORMATION HEREIN IS REQUIRED BY SECTION 30-68 CODE OF ORDINANCES OF CITY OF ATLANTA, GEORGIA. I (NAME)_____**BEING THE (TITLE)**_____**OF THE BUSINESS FIRM NAMED, DO HEREBY REGISTER TO OPERATE SAID BUSINESS WITH DOMINANT BUSINESS ACTIVITY OF**

(TYPE OF BUSINESS) _____**Fax**_____ **Emergency Contact Telephone**_____

(14) According to the classification index of the business tax ordinance, City of Atlanta, Georgia; the undersigned certifies that he is the person duly authorized by the business herein named to file this registration and application for a business license, including the accompanying schedules and statements, and that the same are true.

Applicant Signature _____ Title _____ Date _____

CITY OF ATLANTA ZONING DIVISION USE ONLY ZONING APPROVAL_____/_____/_____ **DENIED** ____/____/____

CONDITIONS **LOT**_____ **DIST**_____ **ZONING DIST.**_____

PARCEL ID #_____ **BY**_____ **DATE**_____

PLEASE FILE A COPY FOR YOUR RECORDS / THIS LICENSE EXPIRES IN 30 DAYS

GENERAL TAX INFORMATION

TAX CLASS	FLAT RATE $0-$10,000	TAX RATE PER $1,000
1	$50.00	$0.60
2	$50.00	$0.75
3	$50.00	$0.85
4	$50.00	$1.10
5	$50.00	$1.40
6	$50.00	$1.65
7	$50.00	$1.90
8	$50.00	$2.15

AND $15.00 PER EMPLOYEE*, MINUS 1 (STANDARD DEDUCTION)

TAX CERTIFICATES (BUSINESS LICENSES) ARE NOT TRANSFERABLE and must be finalized if business is sold or closed.

If you finalize (close) your business in Atlanta, it is important to state the actual dollar volume in GEORGIA generated at the Atlanta business location.

**Employee* means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form IRS W-2 but not an IRS 1099.

1% City of Atlanta Municipal Tax: Effective Oct. 1, 2004, a 1% municipal sales and use tax will be imposed in the incorporated area of the City of Atlanta. Additional information may be obtained at www.etax.dor.ga.gov.

NOTICE

ALL BUSINESSES ARE SUBJECT TO AUDIT BY THE DEPARTMENT OF FINANCE. IN ACCORDANCE WITH CITY ORDINANCE CHAPTER 30-85, BUSINESSES MUST ATTACH A COPY OF PRIOR YEAR APPLICABLE TAX RETURN, (IRS Forms 1120, 1065, OR Georgia Forms 500 THROUGH 700).

IT IS YOUR RESPONSIBILITY TO BE AWARE OF, AND TO COMPLY WITH RENEWAL PROCEDURES. BUSINESSES NOT FILING BY **FEBRUARY 15** WILL BE SUBJECT TO A **$500 PENALTY**. City Ordinance 04-O-1810 imposes a $500 failure to file renewal late fee. Please contact our customer service at 404-330-6270 for additional details.

BUSINESS TAX CALCULATION WORKSHEET

	PRIOR YEAR TAX ADJUSTMENT			
	REVENUE		**EMPLOYEE**	
		Column A		**Column B**
1	Revenue Base (Estimate reported for prior year)	$	Employee Base (Estimate for prior year)	
2	Less Actual Revenue for prior year	$	Less Actual Employee for prior year	
3	Revenue Adjustment(+ or -)	$	Employee Adjusted Base (Column B1 – B2)	
4	Tax Adjustment* (+ or -)	$	Employee Adjustment *	$
	**Tax Adjustment = Revenue Adjustment (A3) divided by 1000 x Rate(see front for class)*		**Employee Adjustment = (Employee Adjusted Base(B3) x $15 per employee*	
5	Total Adjustment (Column A4 + B4)	$		
	CURRENT YEAR RENEWAL			
		Column A		
6	Revenue Base (Prior year actual Column A2)	$		
7	Less standard deduction of $10,000	($10,000)		
8	Subtotal	$		
9	Renewal Tax (A8 divided by 1000 x rate)	$		
10	Flat rate	$50.00		
11	Empl. Rate (No. of employees minus 1) x $15	$		
12	Renewal license fee (Column A9 + A10 + A11)	$		
13	Annual Registration Fee	$75.00		
14	Total renewal fee (Column A12 + A13)	$		
	TOTAL AMOUNT DUE (Column A5 + A14)	$		

This worksheet is an example of how your taxes are calculated. It does not have to be completed.