



CITY OF ATLANTA  
 DEPARTMENT OF FINANCE | OFFICE OF REVENUE | BUSINESS TAX DIVISION  
 55 TRINITY AVENUE, S.W. – SUITE 1350  
 ATLANTA, GEORGIA 30303  
 PHONE: (404) 330-6270 | WEB: [WWW.ATL311.COM](http://WWW.ATL311.COM)



**PENALTY AND INTEREST WAIVER FORM**

This form is used to request a penalty and interest waiver on delinquent business taxes. To avoid penalty and interest assessments, please adhere to business license deadlines as noted below:

<b>ANNUAL BUSINESS TAX DEADLINES:</b>	
(Prescribed by City of Atlanta Ordinance)	
License expires:	December 31
Renewal deadline:	February 15
Payment deadline:	April 1

**Account Information:**

Legal Business Name/DBA: \_\_\_\_\_ Business License #: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Waiver Amount Requested: \_\_\_\_\_

**\*\*THE SUBMISSION OF A WAIVER REQUEST DOES NOT GUARANTEE THE WAIVER WILL BE APPROVED AND DOES NOT RELIEVE A BUSINESS FROM ITS TAX OBLIGATIONS. EACH PENALTY WAIVER REQUEST WILL BE JUDGED INDIVIDUALLY BASED ON ITS FACTS AND CIRCUMSTANCES.\*\***

Provide detailed explanation for this request:

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**ACKNOWLEDGEMENT AND CONFIRMATION**

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith.

\_\_\_\_\_  
 Signature Title Date