



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



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:

ANNUAL BUSINESS TAX DEADLINES:	
(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:

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