



**Paulding County Community  
Development Business License  
Division**  
240 Constitution Blvd., 2<sup>nd</sup> Floor  
Dallas, GA 30132  
Phone: (770) 443-7596  
Fax: (678) 224-4514

# Business License/Occupation Tax Renewal

(Due Before December 31st, 2020)

<b>Business Name:</b>
<b>Business Physical Address:</b>
<b>Business License #:</b>
<b>Number of Employees:</b>
<b>NAICS # (If different than last year):</b>

<b>Owner Name:</b>
<b>Business Mailing Address:</b>
<b>Business Email:</b>
<b>Business/Owner Phone #:</b>
<b>E-Verify # (If 10+ employees):</b>

I, \_\_\_\_\_ do certify that the facts stated by me above and foregoing answers to questions are true and no false or fraudulent statements are made herein. I also certify that all real and personal taxes pertaining to the business and/or owner(s) are not delinquent

\_\_\_\_\_ **Date** \_\_\_\_\_ **Owner Signature**

### Important Information Regarding Your Renewal

Occupational tax *not* paid by December 31st, 2020 shall be considered delinquent and may accrue interest at a rate of 1.5% per month on the **total fee** starting January 1<sup>st</sup> as well as incur a 10% penalty on the **tax liability only** after 90 days. Please carefully check all information on this form and return with payment and required documents. Contact our office directly for the most accurate tax due after December 31<sup>st</sup>.

- Ownership changes & Address changes must contact the Business License Office separately.
- Closed businesses must submit notice to [occtax@paulding.gov](mailto:occtax@paulding.gov) or by mail to the above referenced address & must include closure date.
- Website for NAICS Code reference is [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics) (2017 codes only).
- Businesses employing more than 10 employees must register for an E-Verify Number. **This number must be provided each year to renew your license.** For information on E-Verify please visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

### Paulding County Fee Schedule

<u>Number of Employees</u>	<u>Tax Liability</u>	<u>Administrative Fee*</u>	<u>Total Fee</u>
0-5	\$75.00	\$25.00	\$100.00
6-15	\$150.00	\$25.00	\$175.00
16-25	\$300.00	\$25.00	\$325.00
26-50	\$500.00	\$25.00	\$525.00
51+	\$750.00	\$25.00	\$775.00

\*The \$25.00 Administrative Fee is non-refundable

**Forms of Payment Accepted:** Cash, Money Order, Credit/Debit cards (Visa, MasterCard, Discover)  
Checks (No Starter Checks) made payable to: Paulding County Business License

<b>Office Use ONLY</b>			
Taxes Verified _____	Date _____		
BL Clerk _____	Date _____	Pmt Type _____	Pmt Amt _____