



Paulding County Marshal Bureau
 240 Constitution Blvd., 2nd Floor
 Dallas, GA 30132
 Phone: (770) 443-7596
 Fax: (678) 224-4514

Business License Renewal Notice

(Due Before December 31, 2016)

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

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

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 or personal taxes pertaining to the business and/or owner(s) are not delinquent.

_____ **Date** _____ **Owner Signature**

Important Information Regarding Your Renewal

Licenses not renewed by December 31, 2016 shall be considered delinquent and shall accrue interest at a rate of 1.5% per month. Any business not having paid their applicable fees within 90 days of the expiration date shall be subject to an additional \$25.00 administrative fee.

- Please carefully check all information on this form and return with payment and required documents.
- Website for NAICS Code reference is www.census.gov/eos/www/naics (2007 codes only)
- If information shown is not correct please contact us before remitting payment.
- Ownership changes & Address changes must apply in person.
- Closed businesses must submit written notice to occtax@paulding.gov or by mail to the above referenced address & must include closure date.
- Businesses employing 10 or more employees must register for an E-Verify Number. This number must be provided each year to renew your license.
- For information on how to register for E-Verify please visit their website at 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
50 +	\$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

Office Use ONLY

Taxes Verified _____ Date _____

BL Clerk _____ Date _____ Pmt Type _____ Pmt Amt _____