



**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, 2018)

<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, 2018 shall be considered delinquent and shall 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 after 90 days. Please carefully check all information on this form and return with payment and required documents.

- 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 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 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

#### Office Use ONLY

Taxes Verified \_\_\_\_\_ Date \_\_\_\_\_

BL Clerk \_\_\_\_\_ Date \_\_\_\_\_ Pmt Type \_\_\_\_\_ Pmt Amt \_\_\_\_\_