

CITY OF FAYETTEVILLE, GEORGIA
INSTRUCTIONS FOR 2019 OCCUPATIONAL TAX RENEWAL

GROSS RECEIPTS: Please see definition of Gross Receipts on the back of this instruction sheet.

TAX RATE TABLES ARE ON BACK OF RENEWAL FORM - MINIMUM PAYMENT OF \$75.00

ON-LINE RENEWAL INSTRUCTIONS

<https://billpay.fayetteville-ga.gov/eSuite.Licensing>

CAUTION: Do not pay the amount due that is shown when you first log in to the link above. To calculate 2019 occupational tax fees on the website above: Enter license type, license number, and renewal number from the form. Under “Select Licenses for Payment” click the box next to “unpaid”. Click the money symbol next to the dollar amount. Enter 2018 gross revenue divided by 1000, calculate amount due, and save. (Example: \$150,000 gross revenue is entered as 150.) **PLEASE NOTE:** Gross revenue divided by 1000 does not equal amount due. This figure must be entered to calculate the fee. **FORM MUST BE MAILED IN FOR ON-LINE RENEWALS SO GROSS REVENUE REPORTED CAN BE VERIFIED AND LICENSE PRINTED. PLEASE SEND COPY OF RECEIPT WITH RENEWAL FORM. IF PAYING BY CHECK, DO NOT INCLUDE SERVICE FEE CALCULATED ON-LINE.**

PAYMENT DUE BY MARCH 31, 2019. Penalty 10% and annual interest 18% applied after March 31st. Citations issued after May 1st. Citations require court appearance, payment of fine, plus penalty and interest.

BUSINESS MOVED OR CLOSED: If the business has moved from one location in the city limits of Fayetteville to another, you will need to complete a full application. Please contact the office for details at 770-719-4165. Change of ownership also requires a full application. If the business has moved outside the city limits of Fayetteville, please check the appropriate box, return the form, and the account will be closed.

U.S. Citizen/Qualified Alien Affidavit (SAVE) O.C.G.A. 50-36-1:

If the applicant is not a U.S. Citizen, the U.S. Citizen/Qualified Alien Affidavit (referred to as SAVE) is required each year. Please provide a color copy of the front and back of a secure and verifiable document that verifies legal presence in the U.S. (Alien Registration Card, Permanent Resident Card, etc.) and a copy of your driver’s license or photo ID. If you are a U.S. Citizen and we have your SAVE Affidavit on file, you will not need to complete one this year. The SAVE Affidavit is available on the city website: www.fayetteville-ga.gov. Select “I want to”, “apply for a business license”, “occupational tax applications”, then “required forms”.

Private Employer Affidavit (E-Verify) required by Georgia law: O.C.G.A. 36-60-6(d).

Please note that a Federal Work Authorization Number is not the same as a Federal Tax ID or EIN. For frequently asked questions regarding the Private Employer Affidavit, please go to: www.fayetteville-ga.gov, click “I want to”, “apply for a business license”, “occupational tax applications”, then “E-Verify FAQ March 2014”. The affidavit is also available on this page of the website under “required forms”. If we have an e-verify number on file for your account and the number has not changed, simply fill in the number on the renewal form. If the number has changed, please provide an explanation for the change.

NOTE: If the number of employees has increased over the past year to more than ten (10), you will need to complete the E-Verify Affidavit and include the E-Verify number and date of authorization.

NOTARIES ARE AVAILABLE AT CITY HALL.

You must appear in person and bring a photo ID (driver’s license, etc.) if you choose to have the affidavit notarized at City Hall. Notaries are also typically available at mail room stores and banks. **Affidavits that are not signed and notarized will be returned and the new occupational tax permit will not be released.**

Emergency Contact Update Form:

Requested for all accounts except home occupations. You may also update emergency contact information on the county website:

http://www.fayettecountygga.gov/911_communications/emergency_contact_form.htm

NOTE: PLEASE DO NOT PAY OCCUPATIONAL TAX AND WATER ON THE SAME CHECK.

Questions: Contact Phyllis Brown 770-719-4165 PBrown@fayetteville-ga.gov Revised 11/21/18