



CITY OF FOREST PARK

Business License Department
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OCCUPATIONAL TAX RENEWAL CHECKLIST

RENEWALS ARE DUE November 15, TO AVOID PENALTIES

**** Our office is closed December 24 & 25***

The following items are REQUIRED to complete your Renewal:

- COMPLETED APPLICATION INDICATING ANY CHANGES.*
- CURRENT VALID STATE OR COUNTY LICENSES (EX. PLUMBING, ELECTRICIAN LICENSE, PYSICIAN, BEAUTICIAN AND BEAUTY SHOP LICENSE, CLAYTON COUNTY FOOD SERVICE PERMIT, TOURIST PERMIT, AND GEORGIA DEPARTMENT OF AGRICULTURE.)
- AFFIDAVIT VERIFYING STATUS FORM (**IF NOT ALREADY ON FILE**), QUALIFIED ALIENS OR NON-IMMIGRANTS MUST FILE ONE ANNUALLY.
- FEDERAL TAX RETURN OR FINANCIAL STATEMENT (NO BANK STATEMENT) PLEASE INCLUDE FINANCIAL STATEMENT THAT DISPLAYS TWELVE (12) MONTHS OF INCOME FIGURES. THE DEPARTMENT OF FINANCE HAS THE RIGHT TO INSPECT THE BOOKS OR RECORDS OF THE BUSINESS.

*ALL SECTIONS OF APPLICATION MUST BE COMPLETED IN FULL, INCLUDING SECTION TO BE COMPLETED BY OWNER/OWNERS (SOMEONE MUST COMPLETE THIS SECTION). IF NOT COMPLETED, **YOUR APPLICATION WILL BE RETURNED. CORPORATION APPLICATION WILL NOT BE ACCEPTED UNLESS PRESIDENT'S NAME ADDRESS, SOCIAL SECURITY NUMBER, FEDERAL TAX ID NUMBER, DATE OF BIRTH, AND DRIVER'S LICENSE NUMBER IS INCLUDED. IF YOU HAVE A VALID STATE LICENSE OR COUNTY LICENSE FOR YOUR BUSINESS PLEASE ENCLOSE A COPY.** PLEASE COMPLETE AND RETURN APPLICATION PRIOR TO **OCTOBER 1st**. NO LICENSE WILL BE ISSUED UNTIL THE CITY HAS RECEIVED HAS RECEIVED ALL REQUIRED DOCUMENTS AND ANY OTHER CITY ASSESSMENTS HAVE BEEN PAID.

NOTE

PAYMENTS ARE DUE OCTOBER 1st AND NOT LATER THAN NOVEMBER 15th TO AVIOD A 10% PENALTY. PLEASE NOTE THERE IS AN ADDITIONAL 1.5% PENALTY ASSESED CITY ORDINANCE CODE SEC. 9-1-1(a) ALL CITY TAXES (REAL & PERSONAL), SANITATION FEES AND ANY OTHER ASSESSMENTS MUST BE PAID BEOFRE PAYMENT ON LICENSE WILL BE ACCEPTED. IF PAYING BY CHECK YOU MUST PAY TAXES. BUSINESS LICENSE, SANITATION FEES AND ANY OTHER ASSESSMENT WITH SEPARATE CHECKS ALL DELINQUENT BUSINESSES ARE ALSO SUBJECT TO FINES IMPOSED BY THE CITY COURT.