

CITY OF JONESBORO

124 North Avenue Jonesboro, GA. 30236

CITY HALL: (770) 478-3800

FAX: 77-478-3775

2008 NEW/RENEWAL-OCCUPATIONAL TAX APPLICATION

Please complete all information and attach all requested documentation. Required documentation: Driver's license, and financial statement. Within fifteen days of filing your taxes, a copy of your tax returns must accompany this application. The Application fee is \$50.00 dollars and is non-refundable, and is in addition to the Occupational Tax fee. Note: The City of Jonesboro will calculate and advise fee due. Attorney rates are \$250.00, Professionals \$400.00. All Occupational tax applicants are subject to a review of tax returns and/or financial documents or statements, in order to confirm gross receipts claimed.

PLEASE TYPE OR PRINT CLEARLY

DATE OF APPLICATION: _____

OCCUPATIONAL TAX PERMIT NUMBER: _____

BUSINESS/CORPORATION NAME: _____

DOING BUSINESS AS: _____

BUSINESS LOCATION: _____

TELEPHONE: _____ BUSINESS FAX: _____

CORPORATE TELEPHONE: _____ FAX: _____

MAILING ADDRESS _____

(P.O. boxes are unauthorized)

OWNERSHIP TYPE: SOLE PROPRIETOR _____ PARTNERSHIP _____ TRUST _____

LTD. PARTNERSHIP _____ CORPORATION _____ LTD. LIABILITY CORP. _____

(Attach Corporation Papers)

PROPERTY OWNER OF BUSINESS LOCATION: _____

PHONE: _____

(Attach copy of lease)

NAME OF APPLICANT: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TELEPHONE: _____ CELL # _____

EMAIL: _____ DRIVERS LICENSE #: _____

SOCIAL SECURITY #: _____

STATE TAX ID #: _____

FEDERAL E.I.N. ID #: _____

REGISTERED AGENTS NAME: _____

TELEPHONE #: _____

DESCRIPTION OF BUSINESS ACTIVITY

Gross receipts for previous 12 months \$ _____
(Estimated gross receipts for new business only)

Number of employees - Full time _____ Part time _____

No person shall knowingly or intentionally misrepresent any facts to the City of Jonesboro, in procuring a license, permit and or duplicate license, to do so is committing fraud and is subject to penalties, interest, charges and the loss of the ability to conduct business in the City.

I, _____, representing _____ understand all occupation taxes and corresponding administrative fees shall be due and payable annually within 30 days following January 1st of each year, and understand that said fees are delinquent on March 31st of each given year. Non payment of aforementioned fees will result in the non-renewal of my license which will directly affect my ability to conduct business in Jonesboro. Should any administrative fee imposed by the city remain due and unpaid for 90 days from the due date of the tax and or fee, the person liable for the tax and or fee shall be subject to, and shall pay a penalty of, 10% (percent) of the tax and or fee due, plus interest on the delinquent amount at a rate of 1.5% (percent). If the tax and or fee remains outstanding, and in addition to the penalties above, the City Municipal Court may impose a civil fine for failure to pay said tax and/or fee. Such civil fine shall not exceed \$500.00 and may be enforced by the contempt power of the court. Other fines could also be enforced by the judicial proceedings as designated by the court.

Each year during the renewal process, a copy of the businesses tax return must be submitted with the signed renewal form. Failure to include a tax return will result in return of the document as incomplete, and delay in the issuance of the business license renewal. In all cases, the City may inspect the books of the business, at the City's request. Such books shall be submitted for inspection within 30 days of request. Failure to do so can result in revocation of the Occupational Tax Permit currently existing. If after examination of the books or records, it is determined that a deficiency has occurred as a result of under reporting, interest at the maximum rate allowed by law will be assessed for the period delinquent. If, after subsequent examinations of the books or records, it is determined that a deficiency occurred as a result of under reporting, than a penalty of ten percent and interest at the maximum rate allowed by law will be assessed as per O.C.G.A. 48-2-40. Upon demand by the City, it shall also be the duty of any person holding an occupation tax permit from the City to furnish, during regular business hours, at the person's place of business, all books of account, invoices, papers, reports and memoranda containing entries showing amount of purchases, sales receipts, inventory and other information, from which the correct business tax classification may be ascertained and the correct amount of tax to which the business is subject, may be determined. This is inclusive of bank deposit books, bank statements, copies of sales tax reports to the state of Georgia, copies of Georgia Income Tax reports and Federal Income Tax reports. It shall be the duty of any person holding an occupation tax permit from the City to secure, preserve, maintain and keep for a period of three years the records and documents enumerated and referred to above.

I hereby certify under penalty of perjury that the information provided here is true and to best of my knowledge and belief, a true and complete statement. I understand that this license application is not a business license and that no business activity may commence until an Occupational Tax and Zoning permit is issued by the City.

Signature: _____

Title: _____ Date: _____

IMPORTANT INFORMATION FOR JONESBORO BUSINESS OWNERS/APPLICANTS:

1. Licenses are not transferable. If you sell your business it is your responsibility to notify the City so that your license can be closed. The new owner must apply for a license in their own right. If you move your business, you must complete a new application for a business license.
2. Non Profit organizations are required to register with the City before operations may begin. Copies of State and Federal registration documents need to be submitted with the application.
3. If your business is regulated by the State of Georgia, you must submit your State license from the Secretary of State along with your renewal information and fees.
4. This application is not for Home Based Businesses.
5. This application will be reviewed by the City of Jonesboro, required inspections conducted, certificates received prior to issuance of the actual license.
6. The type of business you select will be coded according to the Federal NACIS register and must conform to type listed. When a particular type of business is selected, no other forms of business will be allowed under the original awarded business license.

CITY USE ONLY: NACIS # _____ /TYPE: _____

CLASS: _____ TAX RATE: _____

BUSINESS REGULATORY FEE: \$ _____

PROPERTY TAX SEARCH COMPLETE AND PRINTOUT ATTACHED? _____

ATTACHED DOCUMENTS ARE:

TAX RETURNS _____ FINANCIAL STATEMENTS _____

STATE LICENSE _____ PICTURE I.D. _____

