



Acct #: _____

Date Received: _____

BUSINESS RENEWAL APPLICATION

I. Business Name & Contact Information

Business Renewal Applications are Due By September 30th each renewal year.
 All business fees must be paid in full no later than **December 31st**
 To avoid penalties, interest and fines.
 TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK

Business/Corporation Name:	
Doing Business As Name:	
Business Location Address:	
Suite/Unit/Apt:	City/State/Zip Code: RIVERDALE, GA
Business Locations: Phone:	Fax:
E-mail Address:	
Business Mailing Address:	
Suite/Unit/Apt:	City/State/Zip Code:
Business Contact Name:	Phone:

II. Business Owner/Partner/CEO/CFO/President

Name:	Title (Owner/Partner/CEO)	
Address:		
Suite/Unit/Apt:	City/State/Zip Code:	
Phone:	Cell:	Email:

III. Additional Required Information

Number of Employees (includes owner):		FEID No.:	
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IV. Business Renewal Calculation Worksheet			
1	Estimated Gross Receipts for upcoming Renewal year.	1	
2	Enter your Business Tax Rate {See instructions for Occupational Tax , Professional Fee & Tax Exempt}.	2	
3	Multiply lines 1 & 2 {If Total is less than \$100 dollars enter \$100 dollars on this line if greater than \$100 dollars enter the number calculated from multiplying lines 1 & 2}.	3	
4	Administrative Fee { \$50.00 dollars for all business types except Tax Exempt \$0.00}.	4	
5	Add the \$100.00 dollar Business Regulatory Fee If applicable	5	
6	Subtotal Business Permit Fees Due {add lines 3, 4 & 5}.	6	
7	Previous Credit Balance	7	
8	Previous Owed Balance	8	
9	Penalty after December 31st of previous tax year {10% of lines 3 & 4} Example: 0.10 x \$150= \$15.00	9	
10	Interest after December 31st of previous tax year 1.5% per the # of months starting with Sept. to the current month. Example: 1.5% x 6 months = .09 x \$100 = \$9.00.	10	
11	Total Due & Payable to The City of Riverdale {add lines 6, 7, 8, 9 & 10 for total due}	11	

Affidavit Verifying Status for City Public Benefit Application

By executing this affidavit under oath, as an applicant for The City of Riverdale, Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a The City of Riverdale Business Occupation Tax benefit for:

Business Name: __«Business Name», «Name»

1) _____ I am a United States citizen. **OR**

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, and lawfully present in the United States.*

_____ Alien Registration number for non-citizens

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below

E-VERIFY AFFIDAVIT

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

- (A) _____ On January 1^s of the below-signed year, the individual, firm, or corporation employed **more** than ten (10) employees.
- (B) _____ On January 1^s of the below-signed year, the individual, firm, or corporation employed ten (10) or **fewer** employees.

***** If the employer selected Section 1(A), please fill out Section 2 below.**

Section 2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization : _____ (Also called E-verify#, usually 4-6 digits)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name and Title

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public Signature: _____

My Commission Expires: _____

X. DIRECTIONS FOR BUSINESS RENEWAL APPLICATION

Please follow all guidelines and instructions below to complete this renewal application. Certificates are **NOT TRANSFERABLE**.

If completing this application on you are a new business, new owner or have changed any line of your business you are completing the wrong application. Please stop and contact our office for additional information @ (770) 909-5482.

I. Business Name & Contact Information; This section provide business name information.

II. Owner Information; This section provide the owner, organizer or CEO's name, address and phone number.

III. Additional required information; This section answer each question as in applies to your business.

IV. Business Calculations worksheet for taxable gross receipts or professional fee; (see city ordinance for detail explanation of taxes in Chapter 68) .

This section is to provide the application fee, business regulatory fee (if applicable), business calculations of estimated taxable gross receipts or professional fee.

Line 1 applicant will need to enter the estimated gross receipts for this renewal year or if you are renewing a Professional Permit or Tax-exempt you will need to enter Zero on this line.

Line 2 Input business Tax Rate on this line except, for Professionals or Tax-exempt they would leave it blank. Below is a city tax table with the tax rates and Industries and reference to professionals. If you are not sure of your tax rate or not sure if your business classifies as a professional or Tax-exempt, please contact the Business Services Office for assistance .

Line 3 Multiply line 1 by line 2 (except Professionals and Tax-exempt) and if the calculation is less than one hundred dollars (\$100.00) amount will be \$100.00 dollars if more than \$100.00 dollars enter that amount. Professionals would input four hundred dollars (\$400.00) on this line and Tax-exempt 0.

Tax Class	Tax Rate	Industry Type by Tax Class
1	.000778	Agricultural, Utilities, Wholesale & Retail Trade, Transportation, Warehousing, Information, Accommodation, Food Services, and Drinking Places.
2	.001167	Manufacturing, Arts, Entertainment, and Recreation.
3	.001556	Construction, Administrative & Support & Waste Management & Remediation Services.
4	.001945	No Business Types
5	.002334	Professional, Scientific, Technical Services, Educational Services, Health Care, Social Assistance, and Other Services.
6	.002723	Finance, Real Estate, Rental, Leasing, Management of Companies (holding companies), & Unclassified Industries.

***** LICENSED PROFESSIONALS ONLY*****

Criteria for professionals classified under state law. As described in O.C.G.A. § 48-13-9(c)(1) through (18), O.C.G.A. § 43-34-1 et seq.; O.C.G.A. § 43-34-20, O.C.G.A. § 10-1-622, O.C.G.A. § 48-17-1, O.C.G.A. § 48-17-9; O.C.G.A. § 48-5-354. If there are any further questions and/or concerns kindly contact the department's "Occupational Tax" Personnel at (770) 909-5482.

Line 4 This fee is the administrative fee/application fee; charged to all businesses except for Tax-exempt in the amount of fifty dollars (\$50.00).

Line 5 This fee is the business regulatory fee it is charged to most business types. If you are not sure if your business owes this fee contact our office.

Line 6 Applicant will add lines 3 thru 5 together and enter on this line.

Line 7 Add any previous credit you have on your account.

Line 8 Add any previous amounts not previously paid on your account.

Line 9 Business will only owe this fee if, renewing after December 31st. Multiply 10% by the total of lines 3 and 4 and enter that amount.

Line 10 Business will only owe this fee if, renewing after December 31st multiply 1.5% per month from the due date of September 1st by the totals on line 6 and enter this amount.

Line 11 Add lines 6,7 & 8 for your total due. This amount is your total due to the City of Riverdale.

V. Required Item; This is a list of documents required to be turned in with your renewal application.

VI. Payment; The City takes most payment types; Cash, Check, Money Order, Visa, Master Card and American Express. If making payment by check or money order make payable to The City of Riverdale. If Paying by credit you can pay on our city web-site.

VII. Applicant Disclaimer; Applicant should read and sign application in this section.

VIII. Public Benefit Affidavit & Private Employer Affidavit; State of Georgia affidavit is required to be completed by each applicant. Applicant should read, complete accordingly and have your signature notarized (we do have a notary on staff at no charge). If the applicant is a qualified alien or non-immigrant then you would need to provide a copy of your qualifying I.D. (front and back of card). The 2nd part of the is required to be completed by each applicant.

ADDITIONAL IMPORTANT INFORMATION

- Failure to submit the required financial documents (Previous Year's Tax Returns or Annual Financial Statement) .
- City of Riverdale Code of Ordinances can be located on the City of Riverdale Website www.riverdalega.gov.

All occupation taxes, regulatory fees and the corresponding administrative fee authorized by this article, except as otherwise specifically provided, shall be due and payable annually within 30 days following September 1st of each year. **The owner, proprietor, manager or secretary officer of the business subject to such occupation tax of the current calendar year shall, at the end of the preceding year and on or before May 1st of the current calendar year, file with the revenue collection officer, on a form furnished by the revenue collection officer (IRS), a signed return, setting forth the amount of gross receipts of such business for the entire preceding calendar year, to be used as an estimate of the gross receipts for the current year.** In any case, the Business Services Department may inspect the books of the business for which the returns are made, and such books or records for the business shall be submitted for inspection by the department within 30 days of a request for same. Failure of submission of such books or records within 30 days shall be grounds for revocation of the occupation tax permit currently existing to do business in the city. If, after examination of the books or records, it is determined that a deficiency occurs 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 occurs as a result of under reporting, then a penalty of ten percent and interest at the maximum rate allowed by law shall be assessed. It shall be the duty of any person holding an occupational 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.