



CITY OF JONESBORO, GEORGIA

OFFICE OF THE CITY MANAGER

Ricky L. Clark, Jr.

124 NORTH AVENUE, JONESBORO, GEORGIA 30236

Re: Occupation Tax Renewal for 2019

Dear **Business Owner**:

The City of Jonesboro is wishing you great inspiration and success this year. Attached please find the Renewal Application form for your Occupation Tax Certificate.

Please review the information, make any corrections and complete any missing information. Please be sure to enclose a copy of your license from the State of Georgia if your profession requires one.

With our recent software change you now have the ability to complete your renewal online at <https://www.municipalonlinepayments.com/jonesboroga>. Instructions can be found on the occupation tax page of the city website (www.jonesboroga.com). You can also complete the forms and remit payment either by mail or in person by April 15th to:

City of Jonesboro
Attn: Occupation Tax Licensing
124 North Avenue
Jonesboro, Georgia 30236

Incomplete forms will not be processed and will be returned. Renewal Applications received on or after April 15th are subject to a 10% Late Penalty Fee and 1.5% interest per month additional for each month late.

If you have any questions, please contact us at 770-478-3800 or send an email to licensing@jonesboroga.com. It is our pleasure to serve you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ricky L. Clark, Jr.", is written over the typed name.

Ricky L. Clark, Jr.
City Manager



REVIEW AND COMPLETE THE MISSING INFORMATION IN ALL SECTIONS

1. BUSINESS CORPORATE & 'DOING BUSINESS AS' NAME:

8. BUSINESS LOCATION INFORMATION:

2. BUSINESS TYPE:
 Corporation Non-Profit
 Partnership Sole Proprietorship
 Other: _____

9. BUSINESS MAILING ADDRESS:

3. HAVE YOU CEASED DOING BUSINESS IN JONESBORO?
 No Yes
If YES, What date did you close? _____

10. STATE LICENSE NO. & EXPIRATION DATE:
(If applicable)

4. FEIN/SSN: _____

11. SALES TAX NUMBER: _____

5. SAVE:
 I am a United States Citizen
 I am a Legal Permanent Resident*
 I am a qualified Alien or Non-Immigrant* under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal agency.

12. E-VERIFY NUMBER: _____

*Please complete the SAVE AFFIDAVIT enclosed

OF EMPLOYEES _____

6. EMAIL ADDRESS: _____

7. FULL DESCRIPTION OF THE BUSINESS:

FORMULA TO CALCULATE TAX:

13. List Prior Year Gross Receipts: \$ _____
14. Divide Line (13) by 1000: \$ _____
15. Multiply line 14 by Tax Rate () \$ _____
16. Administrative Fee for All Classes: \$ _____ \$75.00
17. TOTAL TAX DUE: \$ _____

Profitability Ratio/Tax Class Information for line 13: Class 1: <u>0.75</u> Class 2: <u>0.93</u> Class 3: <u>1.20</u> Class 4: <u>1.50</u> Class 5: <u>1.85</u> Class 6: <u>2.35</u> Home Occupation: <u>1.05</u>
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PROFESSIONAL FEE (\$400) as defined in O.C.G.A.
ATTORNEY (Choose Flat Fee (\$200) or Gross Receipts)
LATE RENEWALS (Received on the 121st day of the year or after)
18. Penalty 10% (if not paid by April 15th)\$ _____

19. Plus 1.5% Interest per month: \$ _____ TOTAL with Penalties and Interest: \$ _____

In accordance with the occupational tax ordinance, City of Jonesboro, Georgia, I understand and certify that I am the person duly authorized by the business herein named to file this renewal, including the accompanying schedules and statements and that the same are true, correct and complete.

Name Date

For Office Use ONLY: Cash Charge Check # _____



City of Jonesboro

124 North Avenue
Jonesboro, Georgia 30236
770-478-3800

S.A.V.E AFFIDAVIT

Affidavit Verifying Residency Status of an Applicant as Required by the Georgia Security and Immigration Compliance Act O.C.G.A. § 50-36-1(e)(2)

This form is required from both primary and additional applicants for ALL LICENSES/PERMITS by State Law

By executing this affidavit under oath, as an Applicant, as a City Vendor, or as a Recipient for other public benefit as referenced in the Georgia Security and Immigration Compliance Act, (O.C.G.A. § 50-36-1), I am stating the following:

- I am a United States citizen, or
(Must include a copy of either current State Driver’s License, Passport, Military ID, or other approved document*.)
- I am a legal permanent resident of the United States**, or
(Must include a copy of your Permanent Resident Card or other approved document*.)
- I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency**(Must include a copy your Employment Authorization Card or other approved document*.)

**My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 (e)(1), with this affidavit.

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (City), _____(State).

Signature of Applicant

Date

Printed Name of Applicant

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

NOTARY PUBLIC

(Seal)

My Commission Expires

*A complete list of verifiable documents can be found on the City of Jonesboro website under Occupational Tax Certificates or on the Georgia Attorney General’s website (O.C.G.A. § 50-36-2).