



Development Services
12453 Highway 92, Woodstock GA 30188
Office: (770) 592-6054
businesslicense@woodstockga.gov

2021 OCCUPATIONAL TAX LICENSE

On July 13, 2020, Mayor and Council adopted an amended fee schedule to waive the 2021 license renewal fees for commercial businesses showing gross receipts from 2019 of \$1 million or less.

Follow the **REQUIRED steps below to ensure proper renewal processing.**

- COMPLETE THE 2021 RENEWAL FORM IN IT'S ENTIRETY.
- ATTACH PROOF OF GROSS RECEIPTS FOR CALENDAR YEAR 2019. Acceptable documents showing gross receipts are the first page of your tax return (line item 1C), Profit & Loss statement, a company generated report or a letter from your CPA.

Proof of Gross Receipts is required to process your renewal application.

- If your 2019 Gross Receipts show \$1 million or less, place a zero in the amount due section.
- SUBMIT THE COMPLETED RENEWAL FORM & PROOF OF GROSS RECEIPTS TO OUR OFFICE VIA EMAIL businesslicense@woodstockga.gov , U.S. MAIL OR IN PERSON. YOU WILL RECEIVE YOUR 2021 LICENSE VIA EMAIL WITHIN 5 to 7 BUSINESS DAYS.

*****ALL FEES WILL REMAIN DUE UNTIL THE COMPLETE RENEWAL PACKET IS RECEIVED*****

If your gross receipts for 2019 were **over** the \$1 million threshold, please remit the completed form, proof of gross receipts & required payment as determined by our **Gross Receipts Calculator**. This calculator can be found by accessing the following link: <https://www.woodstockga.gov/renewals>

Should you have any questions or concerns, please contact our office at 770-592-6054 or email us at businesslicense@woodstockga.gov . We will be happy to help!



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2021 Occupational Tax License Renewal Application

Dear Business Owner,

Your Occupational Tax License will expire on **December 31, 2020**. Please complete this form along with the affidavit verifying status and return them to our office before **January 1, 2021**. Late fees will begin to accrue starting February 1, 2021.

Please provide a **copy of your government issued ID**, (i.e. Driver’s license or front & back of permanent resident card), as well as verification of your **2019** gross receipts. The documents accepted are for verification purposes only-copies will not be retained. Acceptable documents showing gross receipts are the first page of your tax return (line 1C), Profit & Loss statement, a company generated report or a letter from your CPA. ***Proof of Gross Receipts is required to process your application.***

Please contact us with any questions. Renewal forms may be returned via hand delivery, mail or email. If returning via email, please include a credit card authorization form. Our office staff is available to notarize affidavits, at no charge, if you choose to visit our office. ***Please make all checks payable to the City of Woodstock.***

Pursuant to City Ordinance 86-95, no business tax registration will be granted by the City of Woodstock for the operation of a business for which any part of the Ad Valorem taxes on property owned by said business remains unpaid.

*Your Business License will be **emailed** unless otherwise notated*

Company Name: _____ Contact Name: _____

Phone Number: _____ Local Business Address: _____

Email address to return Business License: _____

Mailing Address if email is not available: _____

All standard occupation taxes will be based on gross receipt amount. For help calculating the tax amount visit <https://www.woodstockga.gov/renewals> , then click on [Gross Receipts Fee Calculator](#) or call us at **770-592-6054**.

Gross Receipts: \$ _____ * Total (per fee calculator): \$ _____ *
 (Minimum due of \$60.00)

****Please see the attached flyer explaining the amended fee schedule, which may apply to this 2021 renewal season.***



Completed application with notary Copy of ID Proof of 2019 Gross Receipts Payment if applicable

I certify that the information provided is true and correct to the best of my knowledge.

Print Name

Signature

Date



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***Affidavit Verifying Status
 for a City Public Benefit Application***

By executing this affidavit under oath, as an applicant for the City of Woodstock, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for the City of Woodstock, Georgia Business License or Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit for _____.
 [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

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.***

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.

 Signature

 Date

 Print Name

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

 Notary Public
 My Commission Expires:

* _____
 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.