



City of Newnan, Georgia Occupational Tax Certificate Application

(Please allow up to one week to process applications)

New Application

New Applications -- All forms, must be filled out completely, including mailing and business addresses and all available phone/fax/email information. Currently we do not accept applications by mail. Gross receipts are utilized to calculate the annual taxes due to the City. Initially, gross receipts can be estimated. For renewals, gross receipts must be substantiated by a copy of the prior year's business tax return. Certificates and/or renewal certificates will not be issued until all property taxes (real and/or personal) are paid for the business, owner(s) and location. The same applies to any delinquent revenues owed to the City.

Purchase of existing business: If you have purchased an existing business, the prior business owner must close out their business and pay all associated taxes in full prior to the issuance of the new owner's Occupational Tax Certificate. No exceptions!

The following must be checked off and included with the original, signed application:

- Copy of owner's driver's license
- Proof of citizenship (SS or green card)
- Completed Application
- Copy of signed lease, buyer's agreement or closing statement for business location
- Payment (check*, credit card, cash)
- Completed Business Contacts Listing
- Sales Tax ID # (phone 877-423-6711) or FEIN (800-829-4933)

Copies of the following must be checked off and provided if applicable to the certificate being issued:

- State License (if required by the State of Georgia)
- Health Inspection Certificate (Health Dept. 770-254-7422)
- Incorporation Letter
(required for corporations, closed corporations or LLC's)
- Dept. of Agriculture Inspection (404-656-3645)

Contact Information:

| | | |
|--|-----------------------------|--------------|
| Occupational Tax Certificate Information | Ronda Helton | 770-254-2351 |
| Zoning Department | Dean Smith or Dana Ethredge | 770-254-2354 |
| Building Inspection | Chi Anderson | 770-254-2362 |
| Fire Marshall | Ricky Ayers | 770-253-6730 |
| Tax Commissioner | | 770-254-2670 |

For additional information concerning occupational taxes, our website is www.ci.newnan.ga.us.

*If paying by check, certificate will **NOT** be issued until check clears the bank.



OCCUPATIONAL TAX RETURN
 City of Newnan, Finance Department
 25 LaGrange Street, PO Box 1193, Newnan, GA 30264

NEW BUSINESS APPLICATION

Certificate Number Issued _____ NAICS Code _____

Please Fill In All Information COMPLETELY

CALENDAR YEAR _____

Please Type or Print With Ball Point Pen

PENALTY FOR FAILURE TO FILE RENEWAL BY APRIL 1st EACH YEAR

| | |
|--------------------------|--------------------|
| GEORGIA SALES TAX NUMBER | GEORGIA STATE CARD |
| FEIN | REGISTRATION NO. |

| Disabled Veteran or Not-for-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, proof of status must be provided with return. | | MONTH | DAY | YEAR | (A) Estimated Gross Receipts or Flat Rate | (B) Tax Class | (C) Tax Rate Per \$1,000 | (D) Admin. Fee | (E) Amount Due |
|---|---|--|-------------------------------------|------|---|--------------------|--------------------------|----------------|--|
| BUISNESS TYPE: (check one only) <input type="checkbox"/> Retail <input type="checkbox"/> Professional <input type="checkbox"/> Annual/Service Bus. <input type="checkbox"/> Financial Inst. <input type="checkbox"/> Temporary <input type="checkbox"/> Insurance Agt. | | | | | | | | \$20.00 | \$ <small>(Column A/1000) X Column C + Column D or Flat Rate + Column D</small> |
| Started Business in Newnan? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | |
| Closed Business (for temporary licenses only!) <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | |
| BUSINESS NAME: | | BUSINESS LOCATION IN NEWNAN, STREET ADDRESS and ZIPCODE (Not PO Box) | | | | BUSINESS ACTIVITY: | | | |
| DBA: | | | | | | | | | |
| MAILING/CONTACT INFORMATION FOR BUSINESS | ATTENTION: | BUSINESS MAILING ADDRESS, CITY, STATE, ZIPCODE (if different) | | | | BUSINESS PHONE # | | | |
| ADDITIONAL CONTACT INFORMATION | BUSINESS FAX # | WEBSITE | | | | EMAIL | | | |
| LICENSEE TYPE: CHECK ONE | <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE OWNER | CORPORATION? <input type="checkbox"/> GA <input type="checkbox"/> LLC <input type="checkbox"/> OTHER | PRINCIPAL OFFICE AND CORPORATE NAME | | STREET OR PO BOX | | CITY, STATE, ZIPCODE | | |
| (Required for each owner) If more than two owners, attach a list with all contact information for each additional owner. <input type="checkbox"/> Copy of Driver's License attached <input type="checkbox"/> Copy of S. S. Card or Green Card attached | OWNER NAME | | STREET | | CITY | | STATE, ZIPCODE | | |
| | OWNER NAME | | STREET | | CITY | | STATE, ZIPCODE | | |
| | MANAGER'S NAME | | STREET | | CITY | | STATE, ZIPCODE | | |

Finance Department Use Only! Date Paid _____ Amount Paid \$ _____ Payment Method: CC Cash Check MO CC # _____

Ck # _____ Processed by _____ Date Processed _____ Prior Owner Paid in Full? Yes No

Is business carried on at locations in Newnan other than the one shown above? ___ Yes ___ No If yes, list all locations (Attach a separate list if necessary)

Certification -- The information herein is required by the City of Newnan Code of Ordinances.

I, (PRINT NAME) _____ BEARING THE TITLE OF _____
OF THE BUSINESS FIRM NAMED, DO HEREBY REGISTER TO OPERATE SAID BUSINESS WITH THE DOMINANT BUSINESS ACTIVITY OF (EXPLAIN TYPE OF BUSINESS):

In Accordance with the business ordinance, City of Newnan, Georgia, I, the undersigned, certify that I am the person duly authorized by the business herein named to file this return, including the accompanying schedules and that the information contained in these documents are true, correct and complete. I hereby make application for an Occupational Tax Certificate to conduct the above-described business in the City of Newnan. I understand that approval must be obtained from the departments having the authority prior to issuance of the certificate. By signature below, I do solemnly swear, subject to criminal penalties for false swearing, that information contained in the application is true and no false or fraudulent information is made herein to procure the granting of this certificate.

Owner's Signature _____ Date: _____

Map or Parcel number of Property _____

Landlord or Property Owner's Name _____

Complex name (if applicable) _____

Prior type of business activity at this location _____

Prior use of building _____ Last date license issued for location _____

Will construction or renovation be required? ___ Yes ___ No Is this a home-based business? ___ Yes ___ No If Yes, approval of Building Department and Fire Marshall is **NOT** required.

STOP HERE! Sections below for City of Newnan Official Use Only!

ZONING APPROVAL:

Approved Denied
Zone _____ Date _____
Reviewed By _____

BUILDING APPROVAL:

Approved Denied
Notes _____
Reviewed By _____ Date _____

FIRE MARSHALL APPROVAL:

Approved Denied
Notes _____
Reviewed By _____ Date _____

City of Newnan, Georgia
Occupational Tax Certificate Application – Contacts Listing

Business Name _____

Owner's Name & Home Address _____

Owner's Phone/Cell/Email _____

Manager's Name & Home Address _____

Manager's Phone/Cell/Email _____



Corporation/Limited Liability Company (if applicable)

Corporation/LLC Name _____

Address _____

Phone _____ President _____

President's Home Address & Phone _____

Date of Incorporation/LLC _____ State of Incorporation/LLC _____



Partnership (if applicable)

Partner's Name & Address _____

Partner's Home Phone/Cell _____ Email _____

Partner's Name & Address _____

Partner's Home Phone/Cell _____ Email _____