

CITY OF RICHMOND HILL
APPLICATION FOR BUSINESS OCCUPATIONAL TAX CERTIFICATE
 Certificate Year _____

Legal Business Name _____ DBA (Doing Business As) _____

Full Physical Address of Business (No PO Box) _____

Business Telephone Number _____ Fax Number _____ Email _____

Full Business Mailing Address _____

Type of Ownership GA Corporation Foreign Corporation Sole Owner Partnership Other

List Names of Owner(s), Partners, or Officers (Attach Separate Sheets if Necessary)

Name Date of Birth Phone Number Residence Address SSN Title

Contact Person & Title _____ Contact Phone _____ Email Address _____

Federal ID _____ Sales Tax Id _____

Date business commenced in incorporated City of Richmond Hill, GA _____ Number of Employees _____

Does this business require a State of Georgia license? Yes No If yes, provide expiration date _____

Provide description of primary business activity: _____

Is this a Home Occupation Business? Yes No If yes, you must complete the "Home Business Affidavit"

In order for your certificate to be issued, submit the following documentation with your application and payment

- IF applicable, submit a copy of your State of Georgia license
- IF you are a convenience store, submit a copy of the latest Dept. of Agriculture license
- IF you are a restaurant, submit a copy of your current Health Dept Inspection Grade Certificate
- IF you are engaged in a profession or business required to be licensed by the state under Title 43, you must provide evidence of such licensure to the City of Richmond Hill
- IF you are a Home Occupation Business, you are required to complete and return the Home Occupation Affidavit
- ALL applicants must submit the "Affidavit Verifying Status of Benefit Applicant", this document must be notarized
- ALL applicants must submit the "Private Employer Affidavit", this document must be notarized
- ALL applicants must submit a secure and verifiable document. For a full list of acceptable documents please visit the Attorney General of Georgia's website at <http://law.ga.gov>

The occupation business tax is based on the total gross receipts of the business. Complete below for computation of fees.		
1.	Gross Receipts: _____ (-50,000.00) x () rte * (50.00)	\$
	<small>(Report gross receipts even if under \$50,000 gross receipts under \$50,000 will pay a base fee of \$50.00) The gross receipts reported must come from your most recent filed IRS Federal Income Tax Return</small>	
	<small>The IRS Has issued a ruling that a copy of your Federal Income Tax Return May be required to be attached to your Business Occupational Tax Certificate Application. _____ (Must Initial)</small>	
2.	Professional Practitioners May Elect to pay a flat fee per practitioner instead of based on Gross receipts. Report # of Professional Practitioners _____ x \$400.00 <i>If per practitioner fee is chosen, please submit a separate application for each practitioner.</i>	\$
3.	Subtotal of Fees Due from (Line 1 or Line 2)	\$
4.	Penalty of 10% due on April 1 st and after	\$
5.	Interest of 1% due monthly beginning on April 1 st	\$
6.	Administrative fee is due for ALL applications and renewals	\$ 50.00
7.	Total Fees Due (Lines 3 through 6)	\$
Financial Institutions minimum business tax due is \$1,000.00		

I hereby swear under penalty of perjury that the information reported on this worksheet is to the best of my knowledge true, correct and complete. I understand that the issuance of the occupational tax certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable City of Richmond Hill and State of Georgia ordinances and regulations. I understand that if it is determined that my business certificate requires board certification. I must submit a copy of that board certification along with my renewal. I understand that failure to supply ALL required and or applicable documentation could result in a delay of the issuance of my Business Certificate.

Printed Name _____ Title _____ Email _____

Signature _____ Date _____ Phone _____