



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

*****All Business Licenses expire on March 31st*****

To avoid penalty and monthly interest charges, Business License renewal applications must be submitted on or before the annual March 31st deadline.

You are eligible to renew your Business License if:

- Your **Business License** is current and not delinquent. If your Business License is delinquent, a 10% penalty and 1.5% monthly interest must be paid for each past due year before your Business License can be renewed. Renewal reminder letters are provided as a courtesy and are not required for renewal purposes.
- Ownership and business type have not changed since your last year's renewal.
- Your business address is the same as listed on your last year's license. If your physical address has changed, this requires a new license.

Business License Renewal Checklist:

- Completed and signed Business License Renewal application
- SIC* Code entered on application indicating type of business
- Completed, signed, and notarized S.A.V.E. Affidavit (Not required if you are a US citizen and have previously submitted such.)
- SVD (Driver's License, Resident Alien card, etc...) (Not required if you are a US citizen and have previously submitted such.)
- If applicable, current copy of required State of Georgia License(s) for type of business

*SIC Code Classification

The Standard Industrial Classification (SIC) are four-digit codes that categorize the industries that companies belong to based on their business activities. In order to remain in compliance with the Environmental Protection Division, all business owners must provide the Business License Division with the SIC code for their business. SIC code information can be obtained online from various sources such as www.siccode.com.

Check or Money Order must be made payable only to:

**Macon Bibb Tax Commissioner's Office
PO Box 4503
Macon, GA 31206-4503**



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OCCUPATIONAL TAX CERTIFICATE RENEWAL APPLICATION

*****IMPORTANT*****

Please note that the appropriate renewal application must be completed EACH YEAR even if all information remains the same.
 Renewal reminder letters are provided as a courtesy and are not required for renewal purposes.
 Failure to renew by the annual March 31st deadline will result in a 10% penalty of your license fee plus monthly interest at 1.5%.

PLEASE TYPE OR PRINT

SECTION 1: BUSINESS INFORMATION

Federal Tax ID #: _____	Are you Exempt from E-Verify: YES NO*
GA Sales Tax ID #: _____	*E-Verify Number: _____
SIC Code: _____	This number must be 4-7 digits long and cannot include letters or characters
	Is This A Home-Based Business: YES NO

A New Business Application Is Required If Business Address Has Changed

Type of Business: _____

Business Name: _____ INC/LLC Name: _____

Local Business Address: _____
(P.O. Box Not Allowed) City State Zip

Mailing Address: _____
City State Zip

Local Business Phone #: (____) _____ Email Address: _____

Contact Person: _____ Contact Phone #: (____) _____

SECTION 2: BUSINESS OWNER INFORMATION

Ownership Status: Sole Proprietor Partnership LLC INC

Name of Business Owner: _____ Owner's Phone #: (____) _____

SECTION 3: LICENSE FEE CALCULATION

Number of Employees _____ X \$39.00 + \$65.00 = \$ _____
(Per Employee Rate) (Admin Fee) (Total Amount Due)

----- OR -----

Only Professional Practitioners May Elect to Pay a Flat Rate of \$400 PER PRACTITIONER

Number of Practitioners _____ X \$400.00 = \$ _____
(Per Practitioner Fee) (Total Amount Due)

CERTIFICATION

I, the undersigned, do hereby register to operate said business within Macon-Bibb County in accordance with the Macon-Bibb County business ordinance. I certify that I am the person duly authorized by the business herein named to file this return, including the accompanying affidavit(s). In addition, I certify that all information provided is true and correct and that I have paid the correct fees owed by the named business to Macon-Bibb County.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Applicant's Job Title: _____

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.**

- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

Please check only one option above and submit the required documents with your application. Please note that the failure to do so will result in a processing delay.

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.

Business Name: _____

Printed Name of Applicant: _____

*Signature of Applicant: _____

SUBSCRIBED AND SWORN BEFORE ME ON

THIS ____ DAY OF _____, 20 ____.

NOTARY PUBLIC

MY COMMISSION EXPIRES

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2 Issued February 20, 2018,
by the Office of the Attorney General, Georgia**

- The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.
- The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.
- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]¹
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be accessed at: <https://www.bia.gov/tribal-leaders-directory> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]



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Optional Survey Questions

Please check in the space provided.

Sex:

- Male
- Female
- Prefer not to say

Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino or Spanish Origin of any race
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races
- Prefer not to say

Veteran:

- Yes
- No
- Prefer not to say

Certifications:

- Minority Business Enterprise Certification
- Disadvantaged Business Enterprise Certification
- Women Business Enterprise Certification
- None of the above