

Occupational Tax Application
Development Services Division
Licensing and Permits Department
630 Ronald Reagan Drive Evans, GA 30809
706-868-3420



Business Information

Business Legal Name: _____
(If registered with the Georgia Secretary of State, a copy of the registration is required. If you are a sole proprietor, provide your legal name.)

Doing Business As: _____
(If applicable, the name used to conduct business when different from the legal name.)

Business Type: _____ Corporation _____ General Partnership _____ Other Partnership
_____ Limited Liability Corporation _____ Sole Proprietor

Business Physical Location: _____

Location Type: _____ Commercial _____ Home Based _____ Mobile

Business Mailing Address : _____

Phone : _____ Email: _____

Federal Employer Identification Number: _____
(required for businesses other than sole proprietor)

Social Security Number: _____
(required for sole proprietors)

Georgia Sales and Use Tax Number: _____
(required for businesses that collect sales tax)

E-Verify Number: _____
(required for businesses with more than 10 employees)

Description of Business: _____

NAICS Codes: _____
The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments. The website <https://www.census.gov/eos/www/naics/> or your accountant may be helpful in assisting you to choose the most appropriate code for your business.

Applicant Information

Applicant means the natural person applying for the occupational tax benefit. For a sole proprietor the sole proprietor is the natural person application. For a partnership, corporation, limited liability company or other entity, the natural person applicant is an officer having authority to bind the entity

Applicant 1: _____ Title _____

Address: _____

Phone: _____ Email: _____

Applicant 2: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Attach additional sheets with applicant information if necessary

Occupational Tax Application Contact

Name: _____

Phone: _____ Email: _____

The occupational tax is based on the number of employees (including owners) and is computed on a full-time equivalency (FTE) basis. An employee who works 40 or more hours per week is one FTE. To determine the number FTE of part-time employees, add the total number of hours worked per week for all part-time employees and divide the total by 40.

Line 1	Number of full-time employees	_____
Line 2	Number of part-time employees	_____
Line 3	Line 1 plus line 2 = Number of Employees	_____
Line 4	Number of hours worked per week by part time employees divided by 40	_____
Line 5	Line 1 plus line 4 = Number of Full Time Position Equivalents	_____

Occupational Tax Calculation

The occupational tax due is based on the number of full time position equivalents in line 5 above.

1 - 5 FTE = \$100.00	6 - 10 FTE = \$190.00	11 - 20 FTE = \$375.00
21 - 50 FTE = \$940.00	51 or greater FTE = \$2,250.00	

The occupational tax is pro-rated for businesses that begin on or after July 1 in any calendar year. The tax for the remaining portion of the year is 50% of the tax imposed for the entire year.

E-Verify Compliance

Official Code of Georgia (O.C.G.A) §36-60-6 requires businesses with more than 10 employees to sign an affidavit attesting they are registered for and use E-Verify and businesses with less than 10 employees to sign an affidavit attesting they are exempt from E-Verify.

Applicant Responsibilities

I understand that it is my responsibility to comply with all local, state and federal laws and that the issuance of this certificate is not deemed an affirmation by the County of such compliance. I further understand it is my responsibility to renew my occupational tax certificate each year by paying the amount owed by January 31. Additionally, I must notify the County in writing of any updates in the address, phone number, or status of my business. I certify that the information provided is true and accurate and contains no false or fraudulent information. I understand that this information, or refusal to provide information, will be provided to the Georgia Department of Revenue per O.C.G.A. Section 48-13-20.1.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Verification of Lawful Presence within United States Pursuant to O.C.G.A. § 50-36-1

By executing this affidavit under oath, as an applicant for an Occupational Tax Certificate, as reference in O.C.G.A. § 50-36-1, from Columbia County, the undersigned applicant verifies one of the following with respect to my application for public benefit:

- 1. _____ I am a United States Citizen.
- 2. _____ I am a legal permanent resident of the United States.
- 3. _____ 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.

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 the affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

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 faces criminal penalties as allowed by such criminal stature.

Executed in _____(city), _____(state).

Signature of Applicant

Printed Name of Applicant

Printed Name of Business

Subscribed and Sworn Before Me on This the _____ Day of _____, 20_____.

Notary Public

My Commission Expires: _____

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number / E-Verify Company ID Number²

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

1 To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

²The E-Verify company ID number, which consists of four to six numerical characters, is located on the first page of the memorandum of understanding (MOU) directly below the E-Verify logo. Program administrators who have completed the tutorial may also obtain the company ID number as follows:

1. Log in to E-Verify with your assigned user ID and password.
2. From 'My Company,' select 'Edit Company Profile.'
3. The Company Information page will display the company ID number.

Home Occupations Compliance

Columbia County Code of Ordinances Section 90-142, Home Occupations, provides the occupations and requirements for citizens desiring to manage a business from within their home.

90-142 (a)(b) and (c) create the following regulations for home occupations:

- (a) A home occupation is a business or profession carried on by an occupant of a dwelling as a secondary use, which is incidental to the main residential use.
- (b) All home occupations must comply with the following requirements:
 - 1. The applicant for the home occupation must reside at the address of the home occupation.
 - 2. A home occupation may not produce more than 12 additional vehicle trips to the residence per day.
 - 3. Home occupations may not produce noise, dust, odor, light, or other impacts that unreasonably impact the use or enjoyment of adjacent properties.
- (c) Home occupations shall be allowed when they comply with the following requirements:
 - 1. The operation of the business produces no change to the character or exterior appearance of the principal building or property from that of a residence.
 - 2. The business is conducted only by members of the family residing on the premises, or is conducted in such a manner that employees are not required to travel to the residence as part of their occupation.
 - 3. The business operations take place within the principal residential dwelling on the site and are out of sight of neighboring properties, and occupy less than 20% of the floor area of the principal dwelling, except that where personal care or daycare is provided, the business may occupy more than 20% of the dwelling.
 - 4. The business does not have more than one commercial vehicle stored on the site.
 - 5. The business does not require any storage, whether outside or in accessory structures, of any materials, equipment, or inventory.

If your business does not meet the requirements above, and is on a residential property 2 acres or larger, you may apply to the Planning Commission for a provisional home occupation as outlined in Section 90-142(d). Please see a member of the Licensing and Permits Department or Planning Department for assistance. If your property is less than 2 acres, you must meet the above requirements in order to operate as a home occupation.

90-142 (f) permits the following as home occupations. Other occupations may be approved provided they meet the regulations outlined above:

- 1. Barbershops and beauty shops, operated by not more than two members of the residence, with no more than two chairs.
- 2. Artists, dressmakers, seamstresses, tailors, crafts and interior decorators, gunsmith and other similar services.
- 3. Offices for architects, accountants, lawyers, engineers or other similar professionals.
- 4. Teaching, instruction and a day care, limited to six pupils each, at a given time.
- 5. Offices for businesses such as electricians, plumbers, HVAC and other contractors that perform their services at other locations and do not store materials or equipment at the site of the home occupation.
- 6. Agents for manufacturers and sales persons for records and bookkeeping only. Any orders shall be solicited from the dwelling only by telephone or fax, and no deliveries may be made at the dwelling.
- 7. Personal care home, not to exceed six persons receiving care.
- 8. Internet based business where no foot/car traffic is required.

Please sign below to indicate your business will operate within the requirements.

Signature of Applicant

Printed Name of Business