



Jason Lary, Sr., Honorable Mayor

Jimmy Clanton Jr.
District 1, Council Member

George Turner
District 4, Council Member

Rob Turner
District 2, Council Member

Diana Adoma
District 5, Council Member

Jazzmin Cobble
District 3, Council Member

Date _____

Dear Business Owner,

RE: **2019** Renewal Application for **Business License** Occupational Tax Certificate

THE CITY OF STONECREST WILL BEGIN ISSUING THE YEARLY BUSINESS LICENSE FOR 2019.

Documents required for renewal:

- 1. Copy of 2018 City of Stonecrest Business License Certificate
- 2. Copy of Government ID
- 3. Completed Application (must be dated and signed)
- 4. Completed E-Verify and SAVE Affidavit Form (must be notarized)
- 5. Full Payment Due (Attn: Business License Department).
Make all checks and/or money order payable to The City of Stonecrest
Credit cards accepted in person or online. NO CASH ACCEPTED

Please note:

1. Pay on or before April 30, 2019 (Business License) to avoid paying penalty and interest.
2. Send all payment with your completed application and required documentation to:

City of Stonecrest City Hall
3120 Stonecrest Blvd Suite 190 1st Floor
Stonecrest, GA 30038

If you have questions about whether your business is located in the City of Stonecrest, please visit our website at www.stonecrestga.gov to view Stonecrest Boundries on the city map.

The City of Stonecrest looks forward to working with you. If you have any questions, please contact The City of Stonecrest Business License Department at www.stonecrestga.gov or 770-224-0200. Monday-Friday. 9:00AM-4:30PM.

We appreciate having your business in the City of Stonecrest. Best wishes to you for a successful new year!

Sincerely,
City of Stonecrest
Business License Department



Stonecrest NAICS Codes Table				
NAICS	Business Description	Tax Class	Tax Rate	Employee Fee
72	Accommodation, Food Services & Drinking Places	5	0.0011	\$12.00
56	Administrative & Support & Waste Management & Remediation Services	3	0.0007	\$8.00
11	Agriculture, Forestry, Hunting & fishing	4	0.0009	\$10.00
71	Arts, Entertainment & Recreation	2	0.0005	\$6.00
23	Construction	1	0.0003	\$4.00
61	Educational Services	4	0.0009	\$10.00
52	Finance & Insurance	6	0.0013	\$14.00
62	Health Care & Social Assistance	4	0.0009	\$10.00
51	Information	5	0.0011	\$12.00
55	Management of Companies (Holding Companies)	6	0.0013	\$14.00
31-33	Manufacturing	5	0.0011	\$12.00
21	Mining	2	0.0005	\$6.00
54	Professional, Scientific, & Technical Services	3	0.0007	\$8.00
53	Real Estate & Rental & Leasing	6	0.0013	\$14.00
48-49	Transportation & Warehousing	2	0.0005	\$6.00
22	Utilities	1	0.0003	\$4.00
42	Wholesale Trade	1	0.0003	\$4.00
44-45	Retail Trade	1	0.0003	\$4.00
81	Other Services	3	0.0007	\$8.00

* Tax Classes are determined by the business's NAICS Code. The NAICS Code can be found on a federal tax return or online at www.naics.com/search.



3120 Stonecrest Blvd, Stonecrest, GA 30038
 1ST Floor, Suite 190 - Office: 770-224-0200
 Website: www.stonecrestga.gov

Business Name and Mailing Address	Business Name and Physical Address
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**2019 RENEWAL APPLICATION FOR BUSINESS OCCUPATIONAL TAX CERTIFICATE
 DUE BY APRIL 30, 2019**

BL #: _____ TAX CLASS: _____ TAX RATE: _____ EMPLOYEE FEE RATE: _____ NAICS CODE: _____

Email _____ Phone No. _____

No. of Employees (Mandatory) _____ Federal Tax ID _____ Sales Tax ID _____

Please check box if the **Mailing** Address Changed? [] Yes or [] No

If **Yes**, please list new address _____

Please check box if the **Business** Address Changed? [] Yes or [] No If yes, ****PLEASE CONTACT OFFICE****

Has ownership changed? [] Yes or [] No If yes ***NEW APPLICATION PROCESS MUST BE COMPLETED IN OUR OFFICE***

Has the Business Closed in the City of Stonecrest? [] Yes or [] No

Give brief description of the primary business activity: _____

IMPORTANT: APPLICATION WILL NOT BE CONSIDERED COMPLETE IF SECTION IS NOT FULLY COMPLETED

Do you have 11 or more employees? [] Yes or [] No

(If yes, it is required to provide E-verify Number if you have over 11 employees) _____

(O.C.G.A. 36-60-6(d))

To register for e-verify please go to www.dhs.gov/e-verify.

Are you a United States citizen or legal permanent resident 18 years or older? [] Yes or [] No

(If No please complete the Affidavit Verifying Lawful Presence form which can be found on our website at www.stonecrestga.gov and include a copy of your verifiable documentation Ex. Permanent Resident Card, Visa, Foreign Passport)

Please send your completed and signed renewal application, payment, and a **copy of your Govt Issued ID and City of Stonecrest 2018 Occupational Tax Certificate on or before April 30, 2019 to avoid paying penalty and interest. Make all checks and money orders payable to: City of Stonecrest.**

City of Stonecrest

2019 RENEWAL APPLICATION FOR BUSINESS OCCUPATIONAL TAX CERTIFICATE
DUE BY APRIL 30, 2019

BL#: _____
 BUSINESS NAME: _____
 NAICS CODE: _____
 TAX CLASS: _____
 TAX RATE: _____
 EMPLOYEE FEE RATE: _____

PROFESSIONAL PRACTITIONERS (\$400.00 PER PRACTITIONERS) AND INSURANCE COMPANIES (\$150.00) DO NOT NEED TO COMPLETE THE CALCULATION WORKSHEET. PLEASE SIGN THE BOTTOM AND RETURN TO THE CITY OF STONECREST ALONG WITH PAYMENT. OCCUPATIONAL TAX RENEWAL MAY BE PAID ONLINE OR IN PERSON (BY CHECK, MONEY ORDER OR CREDIT CARDS), OR BY MAIL (BY CHECK OR MONEY ORDER)
NO CASH ACCEPTED.

Previous Year Calculations:	2018	Current Year Estimates:	2019
A. Actual Gross Receipts <i>(must enter amount)</i>		1. Estimated Gross Receipts for Current Year <i>(must enter amount)</i>	
B. Estimate Gross Receipts from Previous Year <i>(must enter amount)</i>		2. Current Year Estimate (x) Times Tax Rate <i>(must enter amount)</i>	
C. Gross Receipts Adjustment <i>(Difference of Line A and Line B)</i>		3. Administrative Fee	75.00
D. Line C (x) Times Tax Rate <i>(must enter amount)</i>		4. Minimum Flat Tax	50.00
<i>I hereby certify under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.</i>		5. _____ # Employee (x) Times Employee Fee Rate	
		6. Subtotal <i>(Add Line 2, Line 3, Line 4, and Line 5)</i>	
		7. Previous Year Line D Total	
		8. TOTAL DUE	
<i>Print Name & Title of Individual Authorized to Complete Return</i>		9. Late Penalty Fee <i>(10% of Line 8) on/after May 1st</i>	
		10. Late Interest Fee <i>(1% per month of Line 8) on/after May 1st</i>	
		GRAND TOTAL DUE	
Signature _____	Date _____	Please send your completed and signed renewal application, payment, and a copy of your Govt Issued ID and City of Stonecrest 2018 Occupational Tax Certificate on or before April 30, 2019 to avoid paying penalty and interest. Make all checks and money orders payable to: City of Stonecrest. NO CASH ACCEPTED	