



217 Main Street • Hiram • GA • 30141
Phone (770) 943-3726 • Fax (770) 439-2372

Mayor Teresa Philyaw
Frank Moran, Mayor Pro Tem

Councilmembers
Kathy Bookout Derrick Battle Jeff Cole Kathy Carter

2019 OCCUPATIONAL TAX CERTIFICATE RENEWAL INFORMATION

IMPORTANT – PLEASE READ CAREFULLY

2019 City of Hiram Occupation Tax Certificate/Business License affidavits are located on our website www.cityofhiramga.gov.

ALL FORMS MUST BE NOTARIZED. The applicant/responsible party is the person that will sign all documents and submit a copy of their driver's license, if not already on file.

1. **Renewal Affidavit.** (Enclosed) Please review carefully and make any necessary changes. Gross Receipts **MUST** be completed. Compute your "License Fee" by referring to the appropriate Rate Table on the back of the application page.

If the business's 2018 actual gross receipts were greater than projected, and results in a fee difference, the business shall make payment of the difference with this year's renewal.

In the event the business's 2018 actual gross receipts were less than estimated, and results in a fee difference, the business may request a refund. This request **MUST** be in writing & submitted prior to April 1, 2019 and be accompanied by the business's financial support, i.e. tax return.

2. **SAVE.** (Document online) The applicant must submit S.A.V.E. Affidavit along with a secure and verifiable document, such as a Driver's License. If the applicant has previously submitted an S.A.V.E. affidavit indicating that they are a U.S. Citizen, along with a secure and verifiable document, they need not submit these again. If the applicant is not a U.S. Citizen, they must submit these each year along with acceptable immigration documentation that will be verified through the U.S.C.I.S. See the "Occupational Tax FAQ" document on our website for more information, including a list of acceptable secure and verifiable documents.

3. **E-Verify.** (Document online) Please confirm the E-Verify number that is pre-printed on the renewal; if this number hasn't changed, there is no need to submit another affidavit. **If the business is exempt, an E-Verify affidavit of exemption must be submitted with every application, every year.**

4. For a home business **ONLY** complete "Home Office Compliance Acknowledgement" (Document online).

5. Remember to include all required State Professional Licenses, Food Service Permits, and Food Sales Establishment licenses, etc.

6. If payment is not submitted along with the application, application will be mailed back to you for incompleteness. No application is considered renewed until payment has been processed. **We accept CASH, CHECK or MONEY ORDER ONLY. NO DEBIT/CREDIT CARD.**

If you are no longer in business in the City of Hiram, please note "**OUT OF BUSINESS**" on the application, date you went out of business, sign it, and return it to Hiram City Hall.

Access the City of Hiram's website at www.cityofhiramga.gov

****2018 Occupation Tax Certificates Expires 12/31/2018****

Applications received after 4/1/2019 will be assessed a late penalty of 10% & 1.5% interest **every** month thereafter of the Tax amount due.

**Questions/inquiries regarding renewal should be directed to
Jennifer Prater at (770) 943-3726, ext. 2013 or jprater@hiram-ga.gov**