



4228 First Avenue, Tucker, GA 30084
 Phone: (678) 597-9040 | Email: licenses@tuckerga.gov

2019 Occupational Tax License Renewal Form
(THIS IS NOT AN INVOICE)
1ST RENEWAL NOTICE

Has this information changed?

Business Name:		Yes or No
Business Phone:		Yes or No
Business Email:		Yes or No
Physical Address:		Yes or No
Owner Name:		Yes or No
License Number:		
NAICS:		

The City of Tucker Occupational Tax Renewal to a two-step process.

Step one: Complete this paper form and return to the City Hall Annex along with E-Verify affidavit, SAVE affidavit and a copy of your drivers' licenses. **Or** complete this form online and attach scanned copies of the E-Verify affidavit, SAVE affidavit and a copy of your drivers' licenses per the attached letter.

2018 Net Receipts \$ _____
 (Total Revenue Received minus Deductions and Before Expenses)
of Employees _____
Administrative Fee \$75.00
Minimum Flat Tax Fee \$50.00
Is your Business Tax Exempt YES NO
 (Attach Exemption Documents to This Form)

Step Two: Once this information is received by the City, an invoice will be generated and emailed or mailed to you for payment. Once you receive an invoice, you can pay online, in person, or by mail. Your Occupational Tax License will not be issued until both steps have been completed.

Would you like invoice: _____ sent to your mailing address _____ or sent to your business email

Signature: _____ **Date:** _____

I have included the following documents:

- E-Verify affidavit SAVE affidavit Copy of Drivers Licenses

Sec. 16-33. - Renewal returns and applications; due date; penalty for late payment.

(b) Occupational taxes on businesses continuing from the preceding year shall be due and payable on January 1 of each subsequent year. Occupational tax due from businesses continuing operation in the current year from the preceding year shall be considered delinquent if not paid by April 15 of each year. Any business failing to pay the occupational taxes and administrative fees within 120 days after January 1 shall be subject to and shall pay a ten percent penalty of the amount of tax or fee due and interest of one percent per month as provided by state law. Such penalty shall be assessed in full on May 1 of the tax year in addition to interest on delinquent occupation taxes, regulatory fees and administrative fees.



December 20, 2018

Dear Business Owner:

Greetings from the City of Tucker Finance Department. It is our pleasure to work with you, and businesses like yours, to ensure the best possible business climate and continued success for you here in Tucker. With the new year come some new processes that we hope will make things easier for you as you go through the business license renewal process.

We are excited to announce that the City of Tucker will be making several changes to the Occupational Tax renewal process. First, we are changing from estimated gross receipts to actual gross receipts. This will be based on the actual gross receipts from the prior year and there is no need to estimate.


Second, we are implementing the ability to pay online for business license renewals, the management of business information for the renewal process, and the application for additional licenses for existing business. You can access the self-service portal at www.tuckerga.gov/licenses where you will be redirected to a BS&A website (the City's software provider). Here you can log into your account and begin using the online features.

In order to use this functionality, you **must** create an Online Account and link it with the business record that is in the City's software system. This allows you to make online payments, manage your business info for the renewal process, and apply for additional licenses with the City of Tucker.

How do I create a BS&A Online account?

Please go to: www.tuckerga.gov/licenses and follow the registration process. You will be sent an email once your account is created. Once you have clicked on the link in the email your account will be activated.

Once I've created and activated the account, how do I link it with the City of Tucker?

1. While logged into your BS&A Online account, click on the 'Municipalities' button found in top right-hand corner of your screen
2. Search for and select the City of Tucker
3. Find the Business Licensing section heading under ONLINE SERVICES on the left of your screen and click on "License Application and Business Management."
4. From here, find the "Business Search" section and enter the below Business PIN into the search box: 
[String.Businesses.OnlinePIN]

(this pin will link your BS&A Online account with your Tucker business account)

Once you have created and linked your account, you will be able to log into BS&A Online at any time to view your business information, request updates/changes, pay for your license online during the renewal period, or apply for an additional license if needed.

If you have any questions or concerns, please do not hesitate to contact me at licenses@tuckerga.gov or at (678) 597-9040.

Sincerely,

Cynthia Strozier
Finance Manager