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Mayor Frank Moran

Councilmembers

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2023 OCCUPATIONAL TAX CERTIFICATE RENEWAL INFORMATION IMPORTANT – PLEASE READ CAREFULLY

2023 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. We will start emailing the renewal application starting next year; please be sure to provide a current email.

If the business's 2022 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 2022 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, 2023 and be accompanied by the business's financial support, i.e. tax return.

2. SAVE. (Document online) The applicant must submit the S.A.V.E. Affidavit along with a secure and verifiable document such as a Driver's License. If the applicant has previously submitted a 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. (Enclosed on the back of this page) Please confirm the E-Verify number that is pre-printed on the renewal; if this number has not 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, 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. No application is considered renewed until payment has been processed. We accept CASH, CHECK, and MONEY ORDER. **We now accept CREDIT CARDS for any OTC renewal payments under \$400, with a \$3.95 convenience fee.**

If you are no longer in business in the City of Hiram, please note "**OUT OF BUSINESS**" on the application or email me at jprater@hiram-ga.gov on the date you went out of business, and return it to Hiram City Hall.

****2023 Occupation Tax Certificates are due by January 1****

Applications received **AFTER 3/31/2023** 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
jprater@hiram-ga.gov**