



City of McDonough - Occupational Tax Division
136 Keys Ferry Street, 2nd Floor, McDonough, GA 30253
Office: 678-782-6225 Office Hours: 9AM – 4PM **Closed for Lunch 12PM-1PM**
Website: www.mcdonoughga.org Email: taxclerk@mcdonoughga.org

OCCUPATIONAL TAX RENEWAL APPLICATION

RENEWAL APPLICATIONS WILL NOT BE ACCEPTED IF ALL DOCUMENTATION IS NOT PROVIDED

The time has come to renew your Occupational Tax Certificate for **2026**
The renewal forms for this filing year can be filed with our office after completion.

Provide the gross receipts for the following months of operation: OCT 2024 – SEPT 2025

The following documentation is required and must accompany the Renewal Occupational Tax Application in order for your application to be processed as it applies to your business.

- Valid government issued photo identification required with application
- Proof of Citizenship for US Citizens (Birth Certificate **OR** Valid Passport)
- Residency Card, if applicable (front and back) for all non-citizens (**If Applicable**)
- Federal Identification Number **OR** Social Security Number
- Copy of current year Annual Registration for Georgia Secretary of State Articles
- Non-profit Status ~ 501C (3) Letter for Non-Profit Businesses
- Veterans ~ Certificate of Exemption for Disabled Veterans issued by the state commissioner
- Restaurants ~ Current Food Permit
- Copy of Professional License for owner(s)/employee(s) (**If Applicable**)
- Copy of the **Finance Statement** that supports the gross receipts provided on application

Gross receipts mean total revenue of the business or practitioner for the period, including without being limited to the following:

- Total income without deduction for the cost of goods sold or expense incurred
- Gain from trading stocks, bonds, capital assets, or instruments or indebtedness
- Proceeds from commissions on the sale of property, goods, or services
- Proceeds from fees charges for service rendered
- Proceeds from rent, interest, royalty or dividends income

Practitioners of Professions: ~ listed are professionals that qualify to select the \$400.00 fee in lieu of gross receipts:

- ❖ Lawyer ❖ Optometrist ❖ Public accountant ❖ Physician ❖ Psychologist ❖ Embalmer ❖ Osteopaths
- ❖ Veterinarian ❖ Funeral Director ❖ Chiropractor ❖ Landscape architect ❖ Engineers, Civil, Mech., Hydra, or Elec.
- ❖ Podiatrist ❖ Land surveyor ❖ Architects ❖ Practitioner of physiotherapy
- ❖ Marriage/ Family Counselors /Social Workers/Professional Counselors ❖ Dentist

Note: If your business is no longer operating and/or is not in the city limits of McDonough, complete the CLOSURE OF BUSINESS FORM.

If there are any changes with the owners of your business, a new Occupational Tax Application will need to be submitted, the renewal application is no longer applicable.

**NOTICE: ALL WASTE PICK-UP MUST BE
CONTRACTED THROUGH THE CITY OF MCDONOUGH**



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For Office use only:

Today's Date: _____

Occupational Tax Account No: _____

Application must be fully completed before processing. Please type or print with a ballpoint pen. **All tax certificates expire on December 31st of the year issued.** Report any changes of location/mailling address promptly to the Occupational Tax Division.

RENEWAL BUSINESS TAX RETURN APPLICATION ~ FILING YEAR: 2026

FEIN: _____ Sales/Use No.: _____ E-Verify: _____

Corporation Name: _____

Business DBA, if applicable: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Telephone: _____ Contact Telephone: _____

Mailing Address, if applicable: _____ City: _____ State: _____ Zip: _____

Business Email Address: _____ Contact Email Address: _____

Business Owner or Officer Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Contact Telephone: _____

Description of Business Activity: _____

Computation of Fees:

- I. **Actual Gross Receipts** for Oct 2024-Sept 2025: \$ _____
- II. You may elect to pay \$400.00 per practitioner in lieu of reporting and paying a tax on gross receipts. **Select the profession as it pertains to your type of business under the requirements.** Submit your payment of \$400.00 per practitioner and a one-time administrative fee of \$50.00 with this return for this year. Also submit a copy of your state licensure and driver's license.

Number of Practitioner(s) X (\$400.00): _____ + Administrative Fee (\$50.00) Total: _____

☐ I elect to pay a flat fee of \$400.00 tax in lieu on reporting gross receipts ~ Selected Professional: _____

I hereby register the herein name business to operate within the City of McDonough, and certify that I am the person authorized by this business to file this return, including any accompanying schedules and statements. I further certify all statements and other information provided on and with this return is true, correct, and complete.

Signature: _____ Date: _____ Title: _____



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REGULATORY BUSINESSES

A regulatory fee will be imposed as permitted under O.C.G.A. § 48-13-9 on applicable businesses for which regulations under the City's police power are adopted. The regulatory fee in addition to the Occupational Tax Fee associated with this application.

The regulatory fee schedule for persons in such occupations and professions is as follows:

- ☐ Scrap Metal Processes ~ \$100.00
- ☐ Parking Lots ~ 150.00
- ☐ Newspaper vending boxes ~\$150.00
- ☐ Stables ~ \$150.00
- ☐ Modeling ~ \$200.00
- ☐ Boarding Houses ~ \$200.00
- ☐ Burglar and Fire Alarm Installers ~ \$200.00
- ☐ Locksmith ~ \$200.00
- ☐ Taxicab/Limousine Operator ~ \$200.00
- ☐ Businesses which provide appearance bonds ~ \$250.00
- ☐ Carnivals ~ \$250.00
- ☐ Tattoo Artists ~ \$250.00
- ☐ Massage Parlors ~ \$250.00
- ☐ Auto and Motorcycle racing ~ \$250.00
- ☐ None of the following regulatory business types are associated with my business; continue to the next page.
- ☐ Boxing/Wrestling promoters ~ \$250.00
- ☐ Game rooms/Arcades ~ \$250.00
- ☐ Flea Markets ~ \$250.00
- ☐ Dancing Establishments/Night Clubs~ \$250.00
- ☐ Fortunetellers~ \$250.00
- ☐ Handwriting Analysts~ \$250.00
- ☐ Hypnotists~ \$250.00
- ☐ Health Clubs/Gyms/Spa ~ \$250.00
- ☐ Wrecker Services ~ \$250.00
- ☐ Shooting Galleries/Firearm Ranges ~ \$250.00
- ☐ Landfills~ \$350.00
- ☐ Pawnshops/Precious Metals/Guns ~ \$1,500.00
- ☐ Escort Bureau ~ \$2,500.00
- ☐ Adult Entertainment Business ~ \$5,000.00

The above fee will be assessed to your invoice every filing year, unless otherwise stated in the renewal application.



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

By executing this affidavit under oath, as an applicant for a(n) **OCCUPATIONAL TAX CERTIFICATE OR ALCOHOL LICENSE** (CIRCLE ONE) as referenced on O.C.G.A. § 36-60-6(d), from **THE CITY OF MCDONOUGH**, the undersigned applicant representing the private employer known as:

_____ [Print name of business] verifies one of the following with respect to my application for the above-mentioned document:

Choose one and print initial:

[a] _____ On January 1st of the below signed year the individual, firm or corporation employed more than ten (10) employees.

[b] _____ On January 1st of the below signed year the individual, firm or corporation employed less than ten (10) employees

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 (a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

_____ Federal Work Authorization User Identification Number

_____ Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully make 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 face criminal penalties allowed by such statute. Executed on the _____ date of _____, 20_____

_____ 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: _____

Georgia requires a legible ink seal for notarized documents. If an embossed seal is used, a foil overlay or shading should be applied to make the seal legible when digitized.

NOTARY SEAL