

Community Development 100 Ridley Avenue LaGrange, Georgia 30240

Telephone: (706) 883-1650 Fax: (706) 883-1653

Renewal Notice for all Business Licenses & Occupational Tax Certificates (renewals are due by December 31 of each year and a late fee will be charged after February 15 of each year):

Please follow the necessary steps, listed below, to renew a Troup County Business License & Occupational Tax Certificate:

- 1. Submit a completed Troup County "Business License & Occupational Tax Certificate Renewal Form".
- 2. Submit an "Affidavit Verifying Status" certifying legal presence in the United States.
- 3. Submit a copy of a "Secure & Verifiable Document" to prove legal presence in the United States. A Driver's License or a U.S. Passport, if you are a U.S. Citizen. If you are a Permanent Resident, you must submit a copy of your Permanent Resident Card (copy front and back). If you are a qualified alien, you must submit either a valid foreign passport with your I-94, a Temporary Resident Alien Card (I-688), an Employment Authorization Card (I-766 or I-688B).

For a list, please visit http://law.ga.gov/immigration-reports.

- 4. Submit an "E-Verify Affidavit". All private employers with more than 10 employees as of July 1, 2013, are required to register with the Federal work authorization program, also known as E-Verify. Please visit http://www.uscis.gov/ for E-Verify registration instructions.
- 5. Submit a "<u>Fee Schedule</u>" including the total number of full time employees and the annual fee payment made payable to **Troup County**.
- 6. Submit a copy of your State of Georgia Professional/Trade License (if applicable).

Please return all completed applications, forms, documents, and/or required paper work to the Troup County Building, Zoning, & Planning Department (706-883-1650).

Thank you for doing business in Troup County!

Troup County Board of Commissioners



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Renewal Form for Busine	ess License & Occupational	Tax Certificate			
Business Information	Busin	ess Type			
Business Name:		Sole Proprietor:	¥ ±		
DBA/Trade Name:	Partnership:				
Nature of Business Description:		Corporation:			
Federal Employer Identification # (FEIN #):		LLC:			
Sales Tax ID # or Social Security #:		Other			
State of Georgia Professional Trade License # and Dat					
North American Industry Classification System Code	# (NAICS #):				
Business Physical Location	Mailing A	ddress (if differe	nt)		
Address:	Address:				
City:	City:				
State: Zip:	State:	Zip:			
Phone:	Contact Name:				
Assessor Parcel Number (APN):	Contact Phone:				
Do you Rent or Own this location?	Contact Email:				
Business Owner	Applicant/Manager				
Name:	Name:	<u> </u>			
Address:	Address:				
City:	City:				
State: Zip:	State: Zip:				
Phone:	Phone:				
Email:	Email:				
Owner/Agent Signature					
I certify that I am the Owner/Agent of this busine and corrent.	ss and that all information prov	ede as part of the a	pplication is true		
Signature of Owner/Agent:		Date:			
Office U	se Only - Below This Line				
License Number:					
Date of Renewal: Receipt Number:					
Method of Payment:					
Received by:					

Affidavit Verifying Status For Troup County Public Benefit Application

By executing this affidavit under oath, as a	n applicant for a Troup County, Georg	gia, Business License or		
Occupation Tax Certificate, Alcohol Licen	se, or other public benefit as reference	ed in O.C.G.A. Section 50-36-1		
I am stating the following with respect to n	ny application for a Troup County (cir	ccle one) Business License or		
Occupation Tax Certificate, Alcohol Licen	se, or other public benefit for	<u> </u>		
(Name of the person applying on behalf of	individual, business, corporation, part	tnership, or other private entity		
as a representative of	(Nam	e of the business, corporation,		
partnership, or other private entity).				
1)I am a United States Citizen	18 years of age or older.			
OR				
2)I am a legal permanent residence non-immigrant under the Federal Immigrate present in the United States.*** All person Homeland Security's SAVE program.	ion and Nationality Act, 18 years of a	ge or older and lawfully		
Must provide a copy of a S In making the above representation under of makes a false, fictitious, or fraudulent state Code Section 16-10-20 of the Official Cod	oath, I understand that any person who ement or representation in an affidavit	•		
	Signature of Applicant:	Date:		
	Printed Name:			

SUBCRIBED AND SWORN BEFORE ME ON THIS THEDAY OF, 20	Alien Registration number f	Alien Registration number for non-citizens		
Notary Public				

***Note: O.C.G.A.§ 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

E-VERIFY AFFIDAVIT



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

By executing this aff					
	•			ment required to operate a busir nting the private employer kr	The state of the s
0.0.011,300 00 0(0	,, the anaersigner	а арричани г	Сргово		e & applicant name) verifies
one of the followin	g with respect to	the applicati	ion for	the above mentioned docume	ent:
` '	-			vidual, firm, or corporation employed	more than ten (10) employees.
	y er selected 1 (a) ple On January 1 st of the be			oelow vidual, firm, or corporation employed t	ten (10) or fewer employees
(0)	or the se	now signed year,	, the mai	vidual, inin, or corporation employed	ion (10) of lewer employees.
				vork authorization program in acco	
			-	6(a). The undersigned private employ orization are as listed below:	er also attests that its federal work
authorization	user identification in	umber and date	or auur	offization are as fisted below.	
	rization User Identifica			Date Au	uthorized
(Company	/ ID / E-Verify Number	r)			
				that any person who knowingly	
			n an aff	idavit, shall be guilty of a violat	tion of O.C.G.A. §16-10-20, and
face criminal penalti	es allowed by such	statue.			
Executed on the	date of	, 20	in	(City)	(State)
Signature of Authorize	ed Officer / Agent of	Company		Printed Name of and Title of Author	rized Officer / Agent
C	Č	1 3			C
SUBSCRIBED AND SW	ORN BEFORE ME O	N THIS THE			
DAMOE		20			
DAY OF		, 20			
NOTARY PUBLIC					
My Commission Expires	:				

Troup County Board of Commissioners



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BUSINESS LICENSE & OCCUPATIONAL TAX CERTIFICATE FEE SCHEDULE

In accordance with Georgia State Law, House Bill 362, county business license fees have been restructured. Please review the chart below and enclose the appropriate fee for your particular size of business.

Please make the check payable to: Troup County

Desciones on Durastition on	E1	Lianna Far	Admin Fran	Total Food
Business or Practitioner	<u>Employees</u>	<u>License Fee</u>	Admin Fees	Total Fees
1 - 5		\$125.00 +	\$40.00 =	\$165.00
6 - 10		\$150.00 +	\$40.00 =	\$190.00
11 - 15		\$225.00 +	\$40.00 =	\$265.00
16 - 30		\$350.00 +	\$40.00 =	\$390.00
31 - 50		\$500.00 +	\$40.00 =	\$540.00
51 - 75		\$750.00 +	\$40.00 =	\$790.00
76 - 100		\$1000.00 +	\$40.00 =	\$1040.00
			Con Dluc \$	10.00

Cap Plus \$10.00 per employee over 100

License Renewed After					
	February 15 th				
10% La	te Fee		Total if Late		
+	\$12.50	=	\$177.50		
+	\$15.00	=	\$205.00		
+	\$22.50	=	\$287.50		
+	\$35.00	=	\$425.00		
+	\$50.00	=	\$590.00		
+	\$75.00	=	\$865.00		
+	\$100.00	=	\$1,140.00		

Please use this an example.

(2) Part-Time Employees = 1 Full Time Employee_____

(5) Part-Time Employees = 2 Full Time Employees_____

Beer & Wine Licenses		License Fees		License Fees
Retail Package License:	Beer	\$500.00	Wine	\$200.00
Retail Pouring License:	Beer	\$500.00	Wine	\$200.00
Wholesale Distributors License:	Beer	\$500.00	Wine	\$500.00
Alcoholic Beverage Catering License:	(Beer and Wine)	\$100.00	Total	
Farm Winery License:	Operating Premises	\$200.00	Tasting Room	\$100.00 (Per Room)
Farm Winery Retail Package License:	Beer	\$ 50.00	Wine	\$ 50.00
Farm Winery Retail Pouring License:	Beer	\$ 50.00	Wine	\$ 50.00
Entertainment License:		\$250.00		

***Under the New Georgia State law, businesses operating within the State of Georgia are responsible for purchasing a license in the jurisdiction in which the business is located. However, business owners outside the State of Georgia will be responsible for obtaining a license in the jurisdiction in which work is being conducted.

Thank you for doing business in Troup County!