



CITY OF LILBURN
340 MAIN ST
LILBURN GA 30047-5094

2024 Occupational Tax Renewal Application



City of Lilburn
Business Services
340 MAIN ST
LILBURN, GA 30047-5094



LICENSE # _____

ALL BUSINESS/ ORGANIZATIONS MUST COMPLETE SECTIONS 1, 2 and 3:

SECTION 1

Business Name: _____ Business Phone Number: _____

Business Address: _____
number street name suite number city state zip

Mailing Address: _____
number street name suite number city state zip

Contact Person: _____ Contact Person Phone Number: _____

Email: _____

EIN: _____ State Sales Tax #: _____

Number of Employees: _____ E-verify # (if applicable): _____

If you are not a citizen of the United States, please print the Affidavit for Public Benefit using QR code below.

New owner? Please contact our office.

Description of Business: _____

SHOULD I PAY NOW?

City of Lilburn no longer accepts self-report of Gross Receipts for calculating Occupational Tax. Proof of Gross Receipts is now required for renewal of your Occupational Tax Certificate. An invoice will be sent from top@cityoflilburn.com to the email address provided in Section 1. Please provide one of the supporting documents below. If you would like more information regarding City Code and/or samples of supporting documents, please use the QR code provided. Your tax class has not changed from previous years unless your business has changed.

SECTION 2

SUPPORTING DOCUMENTATION

Please provide ONE of the following forms of supporting documentation:

- Copy of 2022 Income Tax Form (Such as Form 1120, Form 1120S, Form 1065, or Schedule C)
2022 Sales Reports
Signed Letter from Company's External CPA Stating Gross Receipts for 2022
2022 Profit/Loss Statement



DO NOT SUBMIT HANDWRITTEN STATEMENTS OR BANK STATEMENTS

¿Necesitas este formulario en español?

CHECK ANY OF THE FOLLOWING THAT APPLY TO YOU:

- Home Occupation**

Provide copy of CURRENT utility bill (ie: power, water, gas), car registration or tax bill

- Non-Profit**

Provide form 990 for 2022

- Disabled Veteran**

Please contact our office for details.

- Business Closed**

Provide date of business closure: _____

Also notify Gwinnett County Tax Assessor's Office

- Professional License holder per O.C.G.A. 48-13-9 (c)**

Professional License #: _____ Date of Expiration: _____

If multiple practitioners, include all license numbers and expiration. Provide additional documents if needed.

Will you be paying:

\$400 flat rate per practitioner

OR

Based on Gross Receipts

Number of practitioners? _____

Must provide documents in Section 2.

Would you like to be included in our Business Directory?



BY SIGNING THIS DOCUMENT, I ATTEST THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____

Printed Name _____

Title _____

RENEWAL PAPERWORK IS DUE BY 12/4/2023

INVOICE SENT TO EMAIL PROVIDED IN SECTION 1 TO BE SENT BY 12/31/2023

PAYMENT IS DUE BY 1/31/2024

PLEASE MAKE CHECKS PAYABLE TO CITY OF LILBURN.

IN PREPARATION FOR 100% DIGITAL RENEWAL SUBMISSION FOR 2025, CREATE AN ONLINE ACCOUNT USING THE QR CODE ON THE FRONT OF THIS DOCUMENT.

ONLINE PAYMENT IS AVAILABLE NOW.

Invoices can only be guaranteed by the time frame above if all documents are received on time. Late penalties will be assessed after April 30, 2024.

COMPLETED PACKET CAN BE SUBMITTED IN THE FOLLOWING WAYS:

- Mail to ATTN: Business Services, City of Lilburn, 340 Main Street Lilburn GA 30047
- Bring in person Monday – Friday from 8:30am-5:00pm (excluding holidays)
- Scan and Email pdfs (no photos) to **renewals@cityoflilburn.com** - **must include all required documents.**