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Completing the Application for a New Residential Occupation Tax Certificate

Dear New Residential Business Owner,

Welcome to the City of Lilburn! We are pleased that you have chosen to conduct your business in the City. Our businesses contribute to Lilburn's quality of life in a number of ways by providing goods and services that meet the needs of our community.

We would like to provide you with an Occupation Tax Certificate (business license) soon, and we need you to complete or provide the following paperwork, prior to issuing the Certificate:

- Completed, signed, and dated Application for a New Occupation Tax Certificate.
- Signed and Dated Compliance with City of Lilburn Rules and Regulations for Home Occupations.
- Executed and notarized Affidavit Verifying Status for City Public Benefit Application for Each Business Owner with verifiable identification.
- Executed and notarized Employer Affidavit to Confirm Compliance with Form I-9/E-Verify for new hires with your E-Verify number or the Employer Exemption Affidavit.
- Copy of a current utility bill to provide proof of residency.
- Credit card, check, or money order for occupation taxes due with Occupation Tax Calculation Worksheet.
- Previous year IRS filings showing gross receipts or notarized Gross Receipts Affidavit if operating the business during the previous year.

Other documents that may apply, depending on the business type, is also listed below:

- Copy of Current State Professional License or other current licensing.
- State of Georgia Corporate Certificate.
- Registration of Trade Name with Gwinnett County.

We will not be able to process your paperwork and provide you with an Occupation Tax Certificate without your EIN (tax ID #) or social security number in this application. Be assured that your application will be kept in a secure location with other confidential records.

If you have any questions, contact me at 770-279-3708 or via email at businesslicense@cityoflilburn.com. We look forward to working with you to establish your business inside Lilburn City limits!

Sincerely,

Rebecca Baumann

Licensing and Revenue Manager