

Georgia Occupational License General FAQs

Board Certification Requirements:

As Required by O.C.G.A ~ 36-60-6(a): Before any county or municipal corporation issues a business license to any person engaged in a profession or business required to be licensed by the state under Title 43, the person must provide evidence of such licensure to the appropriate agency of the county or municipal corporation that issues business licenses. No business license shall be issued to any person subject to licensure under Title 43 without evidence of such licensure being presented.

If it is determined your occupational license requires board certification, you must submit a copy of that certification along with your renewal. Failure to supply this documentation could result in a delay of the issuance of your certificate.

Business Closed?

If your business has closed, you must contact Avenu to prevent further collection endeavours. Please email businesslicensesupport@avenuinsights.com with your account number, business name and the date the business closed or complete the section on your renewal form and return by email, fax or mail. Additional fees may be due based on the municipality's ordinance.

Effective dates of license:

Business Occupational Tax Certificates are valid for a calendar year, January 1 through December 31.

Failure to File:

Businesses who fail to purchase their occupational license by the due date established by the local municipality may be subject to interest and penalties.

Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1 through 3):

Businesses may be required to complete and return the "Affidavit Verifying Status of Benefit Applicant". If required, this will be noted on the application. This form must be completed in full, signed by an officer of the company, notarized and returned along with your completed renewal worksheet and payment in full. As specified on the Affidavit, you must also provide at least one "secure and verifiable" document with the completed Affidavit.

Some examples of a secure and verifiable document are a current state issued ID, driver's license or pass port. For a full list of acceptable documents please visit the Avenu website at www.avenuinsights.com (Taxpayer → Georgia → Taxpayer Forms) or the Attorney General of Georgia's website at <http://law.ga.gov>.

This application will NOT be processed without a secure and verifiable document as required by Georgia law.

Immigration Legislation (HB87) Passed on April 14, 2011:

Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

Ordinance and Zoning Compliance Required:

The issuance of the Occupational Tax Certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable municipal and State of Georgia ordinances and regulations.

Remittance information:

Make your check payable to: Tax Trust Account and mail it to Avenu, Business License Department, PO Box 830900 Birmingham, AL 35283-0900.

Returned Check Disclaimer:

Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenuinsights.com.