

City of Richmond Hill, GA (1560)
Business Occupational Tax Renewal Application
Avenu Insights & Analytics—as administering agent
PO Box 830900
Birmingham, Alabama 35283-0900



Customer Service

Toll Free Phone: (800) 556-7274
Toll Free Fax: (844) 528-6529
Hablamos español

Email: businesslicensesupport@avenuinsights.com

Website: www.revds.com

Online Filing: www.bizlicenseonline.com

Avenu Occupational Tax Renewal
Business License Department
PO Box 830900
Birmingham, AL 35283-0900.

Free Online Filing is available at www.bizlicenseonline.com

Dear Business Owner / Tax Manager:

Avenu Insights & Analytics is the administering agent for the City of Richmond Hill Occupational Tax Certificates. The City of Richmond Hill Code of Ordinances mandates that all persons, firms or corporations located or engaged in business within the city limits of Richmond Hill register their business and obtain a business occupational tax certificate by paying the required occupational taxes and administrative fees.

Business Occupational Tax Certificates are valid for a calendar year, January 1st through December 31st, and must be renewed on or before April 1st of each year. All certificates shall be assessed a penalty in the amount of ten percent (10%), plus 1% interest on the amount owed for each calendar month or portion thereof for taxpayers who fail to file their renewal on or before April 1st or fail to register and obtain a business occupational tax certificate within thirty (30) days of the commencement of business.

*******IMPORTANT PLEASE READ******* *******Additional Documentation Required*******

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 tax certificate 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.

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.

Failure to complete all required forms and/or include the total amount due with your renewal worksheet may cause a delay in the issuance of your Business Occupational Tax Certificate.

Remittance Information: Make your check payable to: Tax Trust Account
Mail to: Avenu, Occupational Tax Renewal Department, PO Box 830900 Birmingham, AL 35283-0900.

No longer conducting business in Richmond Hill? If you are no longer operating a business in Richmond Hill, please complete the enclosed Occupational Tax Final Return. You can fax the form to (844) 528-6529, email it to us at businesslicensesupport@avenuinsights.com or return via mail.

Questions? All questions regarding the payment of your business occupational tax certificate should be directed to Avenu at (800) 556-7274. You may also email us at businesslicensesupport@avenuinsights.com.

Sincerely,
Avenu Insights & Analytics
Occupational Tax Department

RICHMOND HILL, GA (1560) BUSINESS OCCUPATIONAL TAX CERTIFICATE RENEWAL WORKSHEET

***Failure to Submit Application and Fees on or before April 1st of Each Year Will Result in Penalties and Interest.**

Account #: _____ Business Name: _____

<p style="text-align: center;">Business Physical Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Notice: If your business has discontinued operations in Richmond Hill, enter the discontinued date, sign, complete and return this form.</p> <p>Date Business Moved, Closed or Sold: _____</p> <p>Signature: _____</p>	<p>***In order for your business occupational tax certificate to be issued, the following documentation must be submitted along with your application and payment:</p> <ul style="list-style-type: none"> ○ IF applicable, submit a copy of your State of Georgia license. ○ IF you are a convenience store, submit a copy of the latest Dept. of Agriculture license. ○ IF you are a restaurant, submit a copy of your current Health Dept Inspection Grade Certificate. ○ IF you are engaged in a profession or business required to be licensed by the state under Title 43, you must provide evidence of such licensure to the City of Richmond Hill. ○ ALL renewing applicants must submit the "Private Employer Affidavit". This document must be notarized.
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NAIC/Schedule # on file for this business (See previous year license): _____

Description: _____ Class: _____

Rate – see fee schedule at www.revds.com: _____

1. **Is this a home-based business?** _____ Yes _____ No
If yes, you must also complete the enclosed "Home Business Affidavit." (Internal Code 100.00)

2. **Gross receipts:** _____ (-\$50,000) x (Rate: _____) + (\$50) = \$ _____
The gross receipts reported must come from your most recently filed IRS Federal Income Tax Return.
Required - Report gross receipts even if under \$50,000. Gross Receipts under \$50,000 will pay a base fee of \$50.
Financial institutions: Minimum tax due \$1,000
The IRS has issued a ruling that a copy of your Federal Income Tax Return may be required to be attached to your Business Occupational Tax Certificate Application. _____ (Must Initial)

3. **Professional Practitioners only:**
Professional Practitioners may elect to pay a flat fee per practitioner instead of based on gross receipts.
Report # of Professional Practitioners _____ x \$400 each = \$ _____
If "per practitioner" fee option is selected, please submit a separate application for each practitioner.

4. **Subtotal of fees due from step 2 or step 3:** \$ _____
5. **Penalty of 10% due on April 1st or after:** \$ _____
6. **Interest of 1% due monthly beginning April 1st:** \$ _____
7. **Administrative fee is due for ALL renewals:** \$ 50.00
8. **Total fees due** (Sum of lines 4 + 5 + 6 + 7) \$ _____

ALL renewing applicants must submit the "Private Employer Affidavit". This document must be notarized. Failure to complete the application in full, remit the required and or applicable documentation, compute the correct tax fee due, report your gross receipts and submit payment in full will result in the delay of the issuance of your business occupational tax certificate.

Return Completed Renewal Application with Check or Money Order Made Payable To: Tax Trust Account
Mail To: Avenu Occupational Tax Return • Business License Dept • PO Box 830900 • Birmingham, Alabama 35283-0900
Toll Free Phone (800) 556-7274 • Email: businesslicensesupport@avenuinsights.com

I hereby swear under penalty of perjury that the information reported on this worksheet is to the best of my knowledge true, correct and complete. I understand that the issuance of the Business Occupational Tax Certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable City of Richmond Hill and State of Georgia ordinances and regulations. I understand that if it is determined that my business occupational tax certificate requires board certification, I must submit a copy of that board certification along with my renewal. I understand that failure to supply this documentation could result in a delay of the issuance of my Business Occupational Tax Certificate. I also understand that if I do not complete and return the "Private Employer Affidavit" as well as all required and applicable documentation this will result in a delay of the issuance of my Business Occupational Tax Certificate.

Printed Name: _____ Title: _____ Email: _____

Signed: _____ Date: _____ Phone: _____

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.

Business Name: _____

Account #: _____



CITY OF RICHMOND HILL, GA PRIVATE EMPLOYER AFFIDAVIT

****REQUIRED****

Pursuant to O.C.G.A. § 36-60-6(d), by executing this affidavit under oath, as an applicant for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d), from the City of Richmond Hill, the undersigned applicant representing the private employer, verifies one of the following with respect to the application for the above mentioned documents:

1. Fill out this section after December 1, 2013.

- 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.

If the employer selected (a) please fill out section 2 below. This is not your Federal Tax ID Number (EIN).

2. The employer has registered with and utilizes the federal work authorization program, also known as E-Verify, 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 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 makes a false statement, 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 by such statute.

Executed on the ____ day of _____, 20____ in _____ (City), _____ (State)

Signature of Authorized Officer or Agent

Business Name

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

****FORM REQUIRED**** This form must be completed and returned with your Richmond Hill Occupational Tax Renewal and payment. Failure to return this completed Private Employer Affidavit with your renewal and payment will delay the issuance of your occupational tax certificate.

Business Name: _____

Account #: _____



**Richmond Hill, GA
Home Business Affidavit**

****REQUIRED FOR ALL
HOME BUSINESSES****

The term “*Home Business Office*” applies to an office within a dwelling which is secondary to the use of the structure for dwelling purposes. The office may be service or trade workers who customarily work at different locations, such as electricians, plumbers, appraisers, or individuals who work at home, such as writers or computer programmers. Home business (telephone use only) offices are not offices for customer servicing. Customers are prohibited from visiting the office and there may be no signs indicating the presence of such an office on the premises.

The term “*Home Occupation*” applies to an occupation customarily carried on within a home by the owner or spouse of the owner for gain or support, involving the sale of only those articles, products, or services produced on the premises, conducted entirely within a dwelling unit and conducted entirely by persons residing in that dwelling unit, using only that equipment as it customarily found in home and involving no display of articles or products. The floor area normally used to conduct said operation or profession does not exceed 25% of the total floor area of the home. There shall be no change to the exterior of the building or premises. No traffic shall be generated in greater volume than would normally be expected in a residential neighborhood; no mechanical equipment is used or activity is conducted which creates any dust, noise, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted. No such business shall be conducted in an accessory building.

**PLEASE COMPLETE THE INFORMATION BELOW REGARDING THE NATURE OF YOUR BUSINESS.
ATTACH ADDITIONAL PAGES IF NECESSARY.**

1. Circle: Home Business Office *or* Home Occupation
2. Name and address of business. _____
3. Type of business and services offered. _____
4. Will customers come to the home? If yes, frequency. _____
5. Will deliveries be made to the home? If yes, frequency. _____
6. Will you store materials/equipment? If yes, describe. _____
7. Will commercial vehicles be parked at the home? If yes, describe. _____

**I HAVE READ AND I FULLY UNDERSTAND THE ABOVE REQUIRMENTS FOR A HOME BUSINESS OFFICE / HOME
OCCUPATION AND AGREE TO CONDUCT MY BUSINESS UNDER THESE REQUIREMENTS.**

SIGNATURE

DATE