



McDuffie County Planning Commission
210 Railroad Street, Suite 1544 Thomson, Georgia 30824
Phone: 706-595-5355
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October 7, 2023

**2023 OCCUPATIONAL TAX RENEWAL
PLEASE READ ALL INSTRUCTIONS!!!**

**IF THE RENEWAL FORM AND OCCUPATIONAL TAX INVOICE
ARE NOT RETURNED WITH YOUR PAYMENT(S),
YOUR PAPERWORK WILL NOT BE PROCESSED!!!**

The enclosed form is your 2023 Occupational Tax Certificate (also referred to as a "Business License") Renewal Form. This form **must** be completed even if there are no changes to your business. If any changes have taken place, please include a company letter outlining those changes.

1. Do not leave any questions blank or unanswered. If all questions are not answered, your license **WILL NOT** be issued.
2. The fee amount is based on the number of employees. If your license is a Georgia Professional license, the fee is a flat fee of \$275.
3. Your **RENEWAL FORM** and **INVOICE** must be returned with payment. If not, your license will not be issued.

Methods of Renewal:

1. Complete the form and mail it to the McDuffie County Planning Commission with your payment.
2. Complete the form and drop it off at the Tax Assessors' Office. After the renewal form is processed, we will mail the license to the mailing address listed on the renewal form.

RENEWAL FORM ON BACK



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Occupational Tax Certificate

2023 Renewal Form

COMPLETE ALL SECTIONS

1. Answer questions "A - I" below giving details of any changes, if applicable.
2. Sign and date this form at the bottom of the page then return this form along with your payment.
3. We accept checks or money orders made payable to "Thomson-McDuffie County", and we also accept credit card payments.
4. Mail this form and your payment to the address above.
5. Fee schedule enclosed.
6. Do not send cash through the mail.
7. Should you have any questions, please contact the Planning Commission at phone number above.
8. If you are not a legal U. S. Citizen, please include copy of your legal document.
9. Attach company letter explaining, if any changes from 2021 to this renewal.

DURING THE PREVIOUS OR CURRENT CALENDAR YEAR:

- (A) Did the name of the business change? () YES () NO
- (B) Did the location of the business change? () YES () NO
If yes, date of last Commercial Fire Inspection? DATE: _____
- (C) Did the telephone number of the business change? () YES () NO
- (D) Did the mailing address change? () YES () NO
- (E) Did the number of employees of the business change? () YES () NO
- (F) Has the type of business changed? () YES () NO

(Example: We are still at the same location but we have changed from a clothing store to a jewelry store.)

If the answer to any of the above questions is "Yes - please give brief details.

- (G) We have closed our business. () Closed! **Date Closed:** _____

(If Closed - Please complete this form and return to the McDuffie County Planning!)

- (H) Business License ID: _____ (This number is found on your Occupational Tax Invoice.)
- (I) E-Verify Number: _____ (This number is required if you have ten (10) Or more employees.
- (J) Employer Identification Number (EIN): _____

By signing below you affirm that all statements are true to the best of your knowledge. If any changes occurred, please attach company letter outlining those changes. **ALL** blanks must be filled out completely and readable, if not, this will delay the license process.

_____/_____/_____
Business Name Business Location Add: City State Zip Business Phone #

_____/_____/_____
Business Mailing Address City, St Zip Email Address # of Employees

_____/_____/_____
Bus. Owner's Name Bus. Owner's Address City, St. Zip Bus. Owner's Phone No.

Signature _____ **Date:** _____



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Thomson-McDuffie License

Fee Chart

"Full Year" License Purchase

# of Employees	Occ. Tax Fee
1-5	\$100
6-10	\$275
11-20	\$375
21-30	\$475
31-40	\$575
41-50	\$675
51-100	\$675 + \$5.00/employee over 50
101+	\$925 + \$2.00/employee over 100

***Professional Flat Fee: \$275.00**

Mid-Year License Purchase

Feb. 1 — June 30	75%
July 1— September 30	50%
October 1—December 31	25%

Late Charges

***License fees increase by 10% each month after February 1st. Businesses operating without a license by May 1st may be issued a court citation.**