

McDuffie County Planning Commission

210 Railroad Street, Suite 1544 Thomson, Georgia 30824 Phone: 706-595-5355 Rhonda.Crawford@thomson-mcduffie.gov

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



McDuffie County Planning Commission

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Occupational Tax Certificate

2023 Renewal Form

COMPLETE ALL SECTIONS

- Answer questions "A I" below giving details of any changes, if applicable. 1.
- 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
- 4. Mail this form and your payment to the address above.
- Fee schedule enclosed.

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If you are not a legal U. S. Citizen, please include copy of your legal document.										
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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.