

# City of Garden City

## Annual Business Occupational Tax Renewal Application



Dear Sir or Madam:

The Garden City Code of Ordinances mandates that all persons, firms, or corporations located or engaged in business within the city limits of Garden City register their businesses and obtain certificates by paying the required occupational taxes and administrative fees. Business Occupational Tax Certificates are valid for a calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>, and must be renewed on or before April 1<sup>st</sup> of each year. All certificates shall be assessed a penalty of ten percent (10%), plus 1.5% interest on the amount owed for each calendar month or portion thereof for taxpayers who fail to file their renewal on or before April 1<sup>st</sup>.

### Instructions for Renewals

1. **The City of Garden City is no longer using Avenu Insight.**
2. Complete the attached renewal form. **Return to the address or email listed below.**
3. **A copy of your 2025 Tax Return or your 2025 Profit and Loss Statement must accompany the renewal form.**
4. Currently, we do not have an online payment option. Contact us at the email address below for credit card payment options.
5. **Provide a copy of the current year's Certificate of Incorporation for corporations or LLCs.**
6. **If applicable, provide a copy of the current year's State or Georgia certification or license.**

### Remittance Information

**Email:** [occtax@gardencity-ga.gov](mailto:occtax@gardencity-ga.gov)

**Make your check payable to:** City of Garden City

**Address:** City of Garden City, 100 Central Avenue, Garden City, GA 31405

### Questions

Should you have any questions, please contact me immediately at (912) 963-2769 or email to [occtax@gardencity-ga.gov](mailto:occtax@gardencity-ga.gov).

**Business License Office**

**Planning and Economic Development Department**

**100 Central Avenue | Garden City, GA 31405**

**P- (912) 963-2769 | F- (912) 963-2735**

**[Occtax@gardencity-ga.gov](mailto:Occtax@gardencity-ga.gov)**

**BUSINESS OCCUPATIONAL TAX RENEWAL WORKSHEET GARDEN CITY, GA**

**Annual Renewal**

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

**Business Name:** \_\_\_\_\_

**Industry Description:** \_\_\_\_\_

**NAICS:** \_\_\_\_\_ **FEE CLASS:** \_\_\_\_\_ **RATE:** \_\_\_\_\_

Business Name and Mailing Address	Business Name & Physical Address
_____	_____
_____	_____
_____	_____

Are you a professional practitioner electing to pay a flat fee of \$400? YES or NO

If yes, submit a copy of your state license. Enter \$400 on line 4 below and complete calculations.

Is this business required by any State of Georgia or Federal Agency to have a State License? YES or NO

Is this a Home-Based Business? YES or NO

**Does your business have a State of Georgia Sales Tax ID #? If yes, provide the ID # \_\_\_\_\_**

Please provide your FEIN or SSN if you are a sole proprietorship: \_\_\_\_\_

If partnership, please give names and social security numbers of each partner:

**\*Please attach a copy of your tax return or profit & loss statement in order to verify the gross receipts amount\***

Tax Calculation for Current Tax Year

**2025**

1. Gross Receipts for the Previous Year	(1)	_____
2. Multiply Line 1 by Rate: _____	(2)	_____
3. Administrative Fee	(3)	150.00
4. Occupational Tax Due (Add lines 2 and 3)	(4)	_____
5. Penalty - 10% Penalty on or after April 1st	(5)	_____
6. Interest - 1.5% Interest per month on or after April 1st	(6)	_____
7. Credit for Previous Tax Overpayment	(7)	_____
8. Total Amount Due (Add Lines 4 through 7) (+ or -)	(8)	_____

**Return Completed Worksheet & Renewal Application with Check or Money Order Made Payable To: City of Garden City**

**Mail To: City of Garden City • 100 Central Ave • Garden City, GA 31405. For assistance call (912) 963-2769.**

**You can also email us at [occtax@gardencity-ga.gov](mailto:occtax@gardencity-ga.gov).**

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 Occupational Tax Certificate does not permit the business to operate unless the business is properly zoned and in compliance with all applicable City of Garden City and State of Georgia ordinances and regulations. I understand that if it is determined that my occupational license 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 Occupational Tax Certificate.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_