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Mayor Frank Moran

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2023 OCCUPATIONAL TAX CERTIFICATE RENEWAL INFORMATION IMPORTANT – PLEASE READ CAREFULLY

2023 City of Hiram Occupation Tax Certificate/Business License affidavits are located on our website www.cityofhiramga.gov.

ALL FORMS MUST BE NOTARIZED

The applicant/responsible party is the person that will sign all documents and submit a copy of their driver's license, if not already on file.

1. Renewal Affidavit. (Enclosed) Please review carefully and make any necessary changes. Gross Receipts **MUST** be completed. Compute your "License Fee" by referring to the appropriate Rate Table on the back of the application page. We will start emailing the renewal application starting next year; please be sure to provide a current email.

If the business's 2022 actual gross receipts were greater than projected, and results in a fee difference, the business shall make payment of the difference with this year's renewal.

In the event the business's 2022 actual gross receipts were less than estimated, and results in a fee difference, the business may request a refund. This request **MUST** be in writing & submitted prior to April 1, 2023 and be accompanied by the business's financial support, i.e. tax return.

2. SAVE. (Document online) The applicant must submit the S.A.V.E. Affidavit along with a secure and verifiable document such as a Driver's License. If the applicant has previously submitted a S.A.V.E. affidavit indicating that they are a U.S. Citizen, along with a secure and verifiable document, they need not submit these again. If the applicant is not a U.S. Citizen, they must submit these each year along with acceptable immigration documentation that will be verified through the U.S.C.I.S. See the "Occupational Tax FAQ" document on our website for more information, including a list of acceptable secure and verifiable documents.

3. E-Verify. (Enclosed on the back of this page) Please confirm the E-Verify number that is pre-printed on the renewal; if this number has not changed, there is no need to submit another affidavit. **If the business is exempt, an E-Verify affidavit of exemption must be submitted with every application, EVERY YEAR.**

4. For a home business, complete "Home Office Compliance Acknowledgement" (Document online).

5. Remember to include all required State Professional Licenses, Food Service Permits, and Food Sales Establishment licenses, etc.

6. If payment is not submitted along with the application, application will be mailed back to you. No application is considered renewed until payment has been processed. We accept CASH, CHECK, and MONEY ORDER. **We now accept CREDIT CARDS for any OTC renewal payments under \$400, with a \$3.95 convenience fee.**

If you are no longer in business in the City of Hiram, please note "**OUT OF BUSINESS**" on the application or email me at jprater@hiram-ga.gov on the date you went out of business, and return it to Hiram City Hall.

****2023 Occupation Tax Certificates are due by January 1****

Applications received **AFTER 3/31/2023** will be assessed a late penalty of 10% & 1.5% interest *every* month thereafter of the Tax amount due.

**Questions/inquiries regarding renewal should be directed to
jprater@hiram-ga.gov**

CITY OF HIRAM
Occupational Tax Certificate
Affidavit Forms

Verification of Lawful Presence with the United States

By executing this affidavit under oath, as an applicant for a(n) _____ (type of public benefit), as referenced in O.C.G.A. § 50-36-1, from _____ (name of Government entity), the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other Federal immigration agency.

My alien number issued by the Department of Homeland Security or other Federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(f)(1) with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: _____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, 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 as allowed by such criminal statute.

Executed in _____ (City), _____ (State).

Signature of Applicant _____
Print Name _____
Date

Private Employer Affidavit Pursuant to O.C.G.A § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application 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):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm or corporation employed **MORE than ten (10) employees¹**.

***If you select Section 1(A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed **LESS than ten (10) or fewer employees**.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer/Business Name

Federal Work Authorization Identification Number _____
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

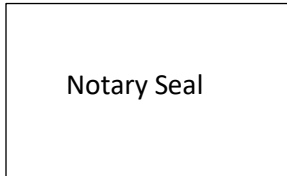
Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent _____
Printed name and title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____, 20____.

Notary Public Signature: _____

My Commission Expires: _____



¹To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.