

City of Dallas

200 Main Street

Dallas, GA 30132

770-443-8108

Occupational Tax Certificate Renewal Application

Before an occupational tax certificate can be issued, all personal property taxes must be fully paid. If your facility has a grease trap, a FOG application must be submitted before issuance of an occupational tax certificate.

The following need to be included with the application:

- ☐ **Copy of Applicant's Secure and Verifiable Document (driver's license)**
- ☐ **Copy of any State issued license affiliated to the occupation/business** (salons, tattoo artists, contractors, daycares, doctors, etc.)
- ☐ **City of Dallas Financial Affidavit with 2024** (yes, that is correct, 2024) **gross receipts completed, signed and notarized**

If there have been any changes in the last year, please let us know so we can update our files.



City of Dallas

Occupational Tax Certificate Renewal Application

Please ensure all sections of the application are fully completed to avoid any delays or potential denial of your submission.

Business Name: _____

DBA (if applicable): _____

Business Address: _____ City/State/Zip: _____

Mailing Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Owner Name: _____ Phone: _____

Applicant's Name: _____ Phone: _____

Number of Employees: _____ (2Part-Time = 1 Full-Time)

E-Verify # (if applicable): _____ Date of Authorization: _____

I (print name) _____ being the (title) _____ of the
business firm named, do hereby register and apply for an Occupation Tax Certificate, and
furthermore, do hereby certify that the information provided is true, correct, and complete.

Signature: _____ Date: _____



Financial Affidavit

THIS FORM MUST BE COMPLETED AND NOTARIZED

BUSINESS NAME: _____

BUSINESS LOCATION: _____

NAICS CODE: _____ (if not known, visit www.census.gov/eos/www/naics) Class 1 or 2

Complete if New Business:

Estimated Gross Receipts \$ _____ or # of Professionals *** (400 each) _____

Complete if Renewal:

2024 Gross Receipts \$ _____ or # of Professionals *** (400 each) _____

*If you were in business less than 12 months of 2024 total your gross receipts for the months you were in business in 2024, divide that amount by the number of months you were in business in 2024 and multiply that by 12.

*** If you have multiple locations, please see City of Dallas Code of Ordinances Section 10-37.

*** Professionals (O.C.G.A. 48-13-9(1)-(18) have the option to pay \$400 per professional; no disclosure of gross receipts would be required, **but a State Issued Professional License must be provided.**

Pursuant to City of Dallas Code of Ordinances Section 10-40, the City has the right to inspect the books or records of any business providing gross receipt information.

Gross Receipts Include:	Gross Receipts Don't Include:
Total income, without deduction for the cost of goods sold or expenses incurred Gain from trading in stocks, bonds, capital assets, or instruments of indebtedness Proceeds from commissions on the sale of property, goods or services Proceeds from fees, charged for services rendered Proceeds from rent, interest, royalty or dividend income	Sales, use or excise taxes Sales returns, allowances and discounts Certain inter-organizational sales or transfers Payments made to a subcontractor or independent agent for services that contributed to the gross receipts (must provide copy of their occupation tax certificate and details or work performed on your behalf) Governmental and foundation grants, charitable contributions, or interest income derived from these funds, received by a nonprofit organization that employs salaried practitioners if the funds constitute 80 percent or more of the organization's receipts Proceeds from sales of goods or services that are delivered to or received by customers who are outside the state at the time of delivery

I, _____, do solemnly swear under oath and penalty of perjury, that the gross receipt information provided above is true and correct as stated on the applicable income tax return of the business, less allowed exemptions, or, if no tax return has been filed for the applicable year, the gross receipts are true and correct to the best of my knowledge, ability and training based on financial documents such as a CPA statement and/or the business's annual profit and loss statement.

Signature _____ Position _____ Date _____

NOTARY PUBLIC:

Sworn to and subscribed before me this _____ day of _____, 20__

Signature/Seal _____

My Commission Expires: ____ - ____ - 20__