

March 03, 2025

## Subject: Occupational License Renewal Instructions

We hope this message finds you well.

Please find attached all the necessary paperwork required for the renewal of your occupational license. Please fill out the attached form in its entirety. Any unanswered questions or incomplete sections will result in the forms being returned to you. This will delay processing, and payments. Occupational renewals cannot be completed until all required information is provided.

It is essential to include your NAICS number in your submission. If you are unsure how to locate this number, follow these steps:

1. Visit [www.naics.com](http://www.naics.com)
2. Click on the “NAICS Code Search” option.
3. Identify the sector that corresponds to your business. The first two digits of your NAICS code will be based on the sector you select.
4. Choose the description that best matches your business activities. The most updated 2022 code will be provided.

### Example:

If I own a gift store, I would select the sector **Retail Trade (44-45)** and scroll to find the description that best fits my business, such as “**Gift, Novelty, and Souvenir Retailers**” (459420). Review the detailed breakdown of goods and services for that code. As this aligns with my business best, my NAICS code would be **459420**.

### Payment Options:

- **Card Payment:**  
If you prefer to pay with a card, email [grace4bogart@gmail.com](mailto:grace4bogart@gmail.com) to request an emailed invoice. Payments will be processed via SwipeSimple. Please note there is a 3.5% interest fee which we cannot absorb or remove.
- **Cash or Check:**  
If you prefer to pay with cash or check, include your payment with the returned documents.

### Notarizing

If you need your documents notarized, there is a notary at City Hall.

### Contact Information

If you have any questions or need assistance, please contact us at **770-725-7386** or [grace4bogart@gmail.com](mailto:grace4bogart@gmail.com).



**Grace Martin** | City Clerk  
City of Bogart  
125 Main Street. | P.O. Box 206  
Bogart, GA 30622  
(770)-725-7386 | (678)-979-2224  
[www.cityofbogart.com](http://www.cityofbogart.com)

**City of Bogart ♦ Occupational Tax Certificate Renewal**  
P.O. Box 206 • 125 Main Street • Bogart, GA 30622 • (770)725-7386  
Occupational Tax Renewal- Please print neatly or type.  
**Renewal Deadline is June 30th**



**Business Information:**

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

Business Phone#: \_\_\_\_\_ Business Hours: \_\_\_\_\_

Business Location: \_\_\_\_\_

(Must be a Physical Location- No Post Office Boxes Accepted)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: (This can be a physical address or Post Office Box):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Website: \_\_\_\_\_

Number of Employees:

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

**Renewal Information:**

NAICS Number ([www.naics.com](http://www.naics.com))

Business Type\*\*

If applicable:

FEIN

Sales Tax ID

**Affidavits**

If a business has fewer than 10 employees, mark exempt. If a business has greater than 10 employees, mark nonexempt and provide the E-Verify number below (4-6 digits, no letters).

Exempt       Non-Exempt / E-VERIFY Number: \_\_\_\_\_

**For Official Use Only. Please do not write below this line.**

Date Issued: \_\_\_\_\_ Occupation Tax Certificate Number # \_\_\_\_\_

Receipt #: \_\_\_\_\_ Amount \_\_\_\_\_ Pro-rated  Yes  No

This application is approved / disapproved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

City Hall Official Signature: \_\_\_\_\_

**SAVE AFFIDAVIT**

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A § 50-36-1, administered by the City of Bogart, 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 the 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(e)(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 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

## Delivery Preference for Your Renewed Certificate

Please let us know how you would like to receive your renewed certificate by selecting one of the following options:

**Pick Up:**

Once City Hall has received your documents, processed your payment, and created your certificate, you will receive a call confirming that your certificate is ready for pick-up.

**Mailed:**

After City Hall has received your documents, processed your payment, and created your certificate, it will be mailed to the address provided at the top of the form, unless you indicate a different mailing address below:

**Address where you would like to receive your certificate:**

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**Emailed:**

Once City Hall has received your documents, processed your payment, and created your certificate, an electronic copy will be sent to the email address provided at the top of the form, unless you indicate a different email address below:

**Email address where you would like to receive your certificate:**

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### Looking Into Next Year:

Would you prefer to have everything handled by Email? This would completely bypass the mailing system. If yes, please include an active email address.

Yes, Email: \_\_\_\_\_

No