



Where Quality Is A Lifestyle

December 1, 2014

Dear Unincorporated Fayette County Business Owner:

The Occupational Tax Certificate that you currently hold for the year 2014 will expire on December 31, 2014. Fayette County ordinances require a renewal for the upcoming year payable January 1, 2015.

Enclosed please find a pre-printed Occupational Tax Certificate renewal form:

- A. If your information has changed please note on the renewal form.
- B. Verify the number of employees.
- C. Calculate tax. (Tax Schedule on Back of Renewal Form)
- D. Sign & date renewal form.
- E. Mail renewal form & check to the address below. Please make checks payable to Fayette County.

The following information must be returned BEFORE an Occupational Tax Certificate can be issued:

1. Signed copy of the Renewal Form.
2. State License - Copy of current state license. (If Applicable)
3. Payment – Checks made payable to Fayette County.

You may also renew on line at www.fayettecountyga.gov or via telephone 1-877-831-6391.

Businesses failing to register for a renewal certificate by March 1, 2015 will be notified, and failure to respond will result in an automatic suspension as of **March 31, 2015**. To reinstate a suspended certificate a penalty equal to ten (10) percent will be imposed. All delinquent occupational taxes shall bear interest at the rate of one and one-half (1 ½) percent per month.

If you are no longer operating a business in unincorporated Fayette County, please check the cancelled box on the renewal form, sign the renewal form and return it to Fayette County so that we may update our records.

Complete applications submitted will be processed and Occupational Tax Certificates will be mailed within five (5) working days of receipt. Occupational Tax Certificates may also be obtained at the County's Finance office (Stonewall Complex, Suite 101) between the hours of 8:00 a.m. to 4:30 p.m. Monday thru Friday. If you have questions about the required information, please visit our website at www.fayettecountyga.gov for instructions or call (770) 305-5413.

Sincerely,

Mary S. Parrott
Chief Financial Officer