

# OCCUPATIONAL TAX CERTIFICATE APPLICATION - 2024



FOR NEW & EXISTING BUSINESSES LOCATED WITHIN THE TOWN OF BROOKS

ALL RENEWALS ARE DUE BY MARCH 31 EACH YEAR

<b>Business Name:</b>		<b>DBA (if different):</b>	<b>Phone:</b>		<b>2023 Business License #:</b>
<b>Physical Address:</b>		<b>Unit/Suite:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Mailing Address (if different):</b>		<b>Unit/Suite:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Type of Product or Service:</b>					
<b>Owner Name:</b>		<b>Co-Owner:</b>	<b>Phone:</b>	<b>Email:</b>	
<b>Emergency Contact 1:</b>		<b>Phone:</b>	<b>Emergency Contact 2:</b>	<b>Phone:</b>	
<b>Do you hold a state license for your occupation? If Yes, documentation is required.</b>		<b>State Card #:</b>	<b>Expiration:</b>	<b>Issued To:</b>	
<b>Business Type (<u>Commercial</u> or <u>Home Occupation</u>):</b>			<b>Tax Identification #:</b>		
<b># of Employees:</b>		<b>GA Sales Tax #:</b>	<b>E-Verify #:</b>		
<b>Form of Ownership – please check one:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Proprietorship <input type="checkbox"/> Limited Liability Corporation* <input type="checkbox"/> Corporation* <input type="checkbox"/> General Partnership <input type="checkbox"/> Partnership – Unknown type <b>Exemptions</b> <input type="checkbox"/> Non-Profit 501c3* <input type="checkbox"/> Disabled Veteran* <small>*Documentation is required</small>		I swear under penalty of law that the above information is accurate and correct. I understand that this is a tax certificate. I must comply with any zoning, Fire Marshal, Health, or other rules separately. I understand that the information I provide herein (or my refusal to provide the required information) will be shared with the Georgia Department of Revenue.			
<b>Fees:</b> <b>Commercial License Fee: \$60.00 per year      Short Term Rental License Fee: \$50.00</b> <b>Home-Based License Fee: \$40.00 per year; a Supplemental Application for a Home-Based Business License must be submitted with this application.</b>					
Mail or bring this completed application and payment to the Town of Brooks, 961 Hwy 85 Connector, Brooks, GA, 30205 Credit Card payments can be made online at <a href="http://www.brooksga.com">www.brooksga.com</a> ; Checks are to be made payable to the Town of Brooks; Cash can only be accepted in person.					
<b>Signature of Business Owner:</b>			<b>Date:</b>		
_____			_____		
<b>Planning and Zoning Use Only</b>	<input type="checkbox"/> Allowable for Business Use		<input type="checkbox"/> Not Allowable for Business Use		
<b>Planning &amp; Zoning Signature</b>	_____		<b>Date:</b> _____		