

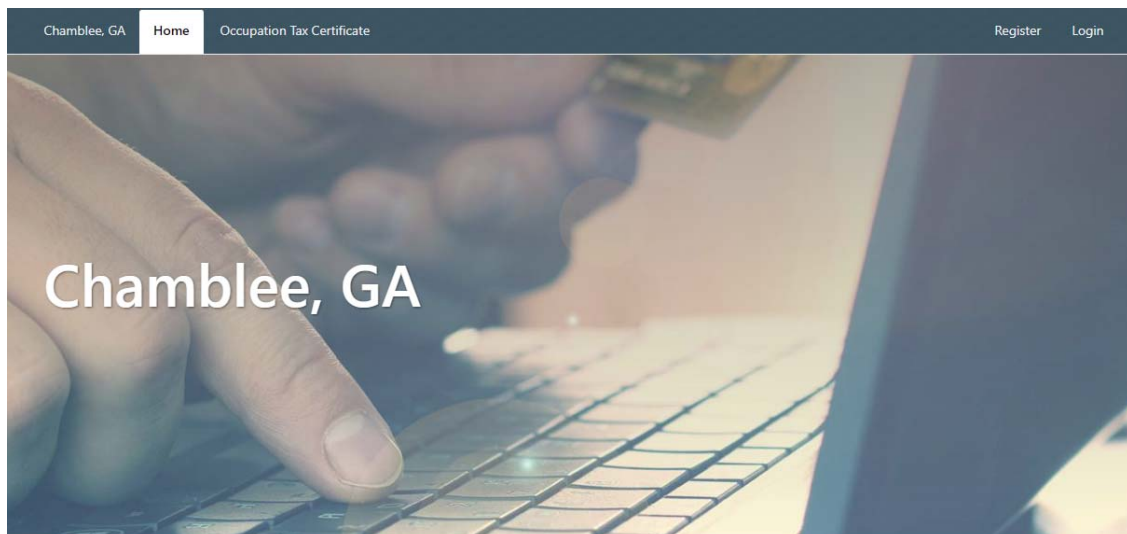
**Want to renew your tax certificate online? Please follow instructions below.**

**Questions? Please email [taxlicensing@chambleega.gov](mailto:taxlicensing@chambleega.gov).**

The City is now accepting occupation tax renewals online. Please proceed to the website below to register for your account. Please be aware that the online renewal process will take place in a series of steps. **Your forms will still need to be signed and notarized, however they will be accepted via email.** Please visit the website below to get started.

**1. Visit the online portal website**

- a. <https://www.municipalonlinepayments.com/chambleega>
- b. Select Occupational Tax Certificate



Welcome to our online payments website!

The following services are available:

- Occupation Tax Certificate

**Available Services**

- Occupation Tax Certificate

**Additional Links**

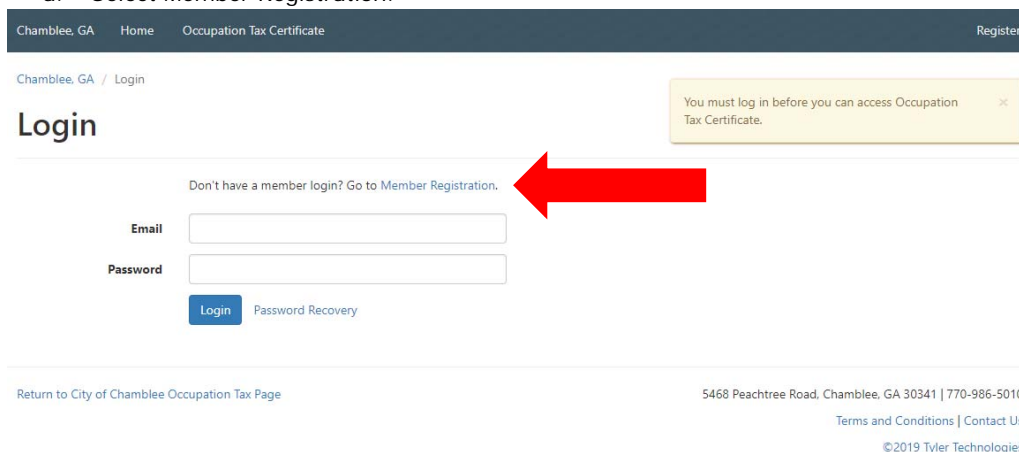
- Contact Us
- Terms and Conditions

**Welcome**

Welcome to our online payments website...

**2. Register your account/Associate your license (New to online renewal portal)**

- a. Select Member Registration.



# Member Registration

Already a member? [Login](#)


Email \*

Name \*

Phone Number

Password \*

Confirm Password \*




Complete the required fields. Then click Create Member.

- b. An email will be sent for you to confirm your email address.
- c. Once you confirm your email, login to your account, select 'Associate a licensee with your online membership'. Complete the fields to associate a new licensee. **NOTE:** The NEW License Number can be found in the subject line of the cover letter and in the top right hand corner of all the renewal forms.

[Chamblee, GA](#) / [Occupation Tax Certificate](#)

## Occupation Tax Certificate Home

Your online membership is not associated with any licensees. [Associate a licensee with your online membership](#) to licenses online. 

- d. Once you associate your license an email will be sent to the City Clerk's office for account verification.
- e. Once your account is verified, the City Clerk's office will send you an email letting you know to proceed with your renewal.

### 3. Renewing your occupation tax

- a. After you receive the email from the City Clerk's office you can log back into your account.
- b. You will now see all licenses associated with your business.
- c. Select the license number and the business information will appear. Select 'Renew this License'.

### License Detail

|                                   |                           |
|-----------------------------------|---------------------------|
| License # 5673                    | Status Pending            |
| License Type Securities Brokerage | Effective Date 11/25/2015 |
| Issued To KARINE'S TEST LICENSE   | Expires 12/31/2015        |
| Property 123 TEST                 | Balance \$0.00            |

This license is renewable

| Balance Details |               |
|-----------------|---------------|
| Fees            | \$0.00        |
| Penalties       | \$0.00        |
| Interest        | \$0.00        |
| Tax             | \$0.00        |
| <b>Balance</b>  | <b>\$0.00</b> |

#### 4. Entering your Gross Receipts and Employee Count

- a. "Per Employee Fee" Field: Enter the number of employees (including the owner) into the first blank field. There must be a minimum of 1 employee; entering 0 will delay the issuance of your certificate. **PLEASE DO NOT ENTER THE CALCULATION, the system will do the calculation.**
- b. "Prior Year Gross Receipts Fee" Field: Enter the actual 2018 gross receipts in the second blank field. Do not enter the adjusted gross receipts; we are looking for your actuals. **PLEASE DO NOT ENTER THE CALCULATION, the system will do the calculation for you.**
- c. Base Fee: The base fee will be automatically calculated into your fees due once verified by the Tax Department.
- d. Click Renew License
  - i. This will send an email to the City Clerk's office letting us know to review the information you have entered.
  - ii. Once your information is verified, the City Clerk's office will send you an email letting you know how to proceed for payment and uploading of your renewal forms.

**\*\*Practitioners:** If you used the Gross Receipts method for your 2018 Certificate and would like to pay by the per Practitioner method for the 2019 Certificate, please email [taxlicensing@chambleega.gov](mailto:taxlicensing@chambleega.gov). The City Clerk's office will change the fees to Practitioner during the verification process.

|                |           |         |            |
|----------------|-----------|---------|------------|
| Effective Date | 3/20/2018 | Expires | 12/31/2018 |
|                |           | Balance | \$0.00     |

Required fields are indicated by an asterisk (\*)

PER EMPLOYEE FEE \*

PRIOR YEAR GROSS RECEIPTS

#### 5. Uploading your Renewal Forms

- a. In order for your renewal to be considered complete you will need to complete and email your renewal form, SAVE (if required), and any other state licensing documents (if required).
- b. Email completed forms to [TAXLICENSING@CHAMBLEEGA.GOV](mailto:TAXLICENSING@CHAMBLEEGA.GOV). **To help expedite your renewal, please include the license number and the name of the business in the subject line.**
- c. Please make sure that your forms are signed and notarized before uploading. **Incomplete forms will delay your renewal and may lead to penalties and interest being assessed.** Please do not upload the cover letter mailed with your renewal.

**APPROVAL FOR PAYMENT WILL NOT OCCUR UNTIL ALL FORMS ARE RECEIVED AND COMPLETE.**

Please include all forms in one email. Multiple emails with individual forms may cause your renewal to be rejected and cause delays.

#### 6. Processing your Payment

- a. Once you receive the email from the City Clerk's office that your account is ready for payment, you will need to log back in.
- b. Select the license number.
- c. Click Pay Balance
- d. Enter the payment information and click Continue.

**Once the payment is approved the Occupation Tax Certificate with receipt will be mailed to the mailing address for the business.** Licenses will be mailed within 7-10 business days of payment. During renewal season, March 1 – April 30, licenses may take 20-30 days to mail depending on the volume of renewals. Complete renewals are processed on a first in first out basis.