

# The City of Mount Vernon

## Mount Vernon, Georgia

Joey B. Fountain  
Mayor



Jennifer Sikes  
City Clerk

October 3, 2022

To: Business Owner/Manager

You are hereby notified that your 2023 Occupation Tax License, formally known as “Business License”, will be due on or before March 31, 2023. Please read the following information to be sure you turn in all needed information. Applications will be returned if information is missing. Certificates will be done according to the information on the forms. Any changes different from what is on the forms will result in a \$25.00 administration fee.

**All forms must be filled out and return, with any additional documentation, along with payment in order to receive your Business License.**

The fee to renew your Occupation Tax is \$50.00. Any Occupation Tax License obtained on/after April 1, 2023 will have a late fee of \$25.00 added.

**The following information must be filled out yearly:**

- Application/Renewal page with business information including a contact person and number for emergencies.
- The “Affidavit Verifying Status for City of Mount Vernon Benefit Application” form must be filled out and notarized by all applicants before the licenses can be issued. Remember, City Hall will not be able to notarize this form.
- The “Private Employer Exemption Affidavit Pursuant to O.C.G.A. § 36-60-6(d)”, is for those applying for a license that employ ten (10) or less employees and are exempt from obtaining an E-Verify number. To see if you are required to have an E-Verify Number please visit [www.e-verify.gov/](http://www.e-verify.gov/)
  - IF exempt, the exemption form, or the business’s E-Verify information must be given to city hall before the license can be issued with original documents that accompany either form. Remember, City Hall will not be able to notarize this form.

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- If your business is tax exempt, please provide correct documentation stating exemption along with the Application/Renewal page.
- If you are required by the State of Georgia to hold a professional or business license under Title 43, a copy of the state license is required before business license granted.
- State Sales Tax number if you are required to have one by the state.
- Federal Identification Number or Social Security Number.
- NAIC Code which can be found at [www.naics.com/search](http://www.naics.com/search).

**All forms must be filled out and return, with any/all additional documentation, along with payment in order to receive your Business License.**

Applications will be sent back if any information, forms, or payment are missing and are considered late if not in on March 31, 2023.

Licenses will be mailed out to the mailing address on the forms within 24 hours of receiving completed forms and payment unless an unforeseen problem arises.

If you are no longer in business, please let City Hall know so that we can take you off the list.

Sincerely,  
City of Mount Vernon

The City of Mount Vernon  
Mount Vernon, Georgia

Joey B. Fountain  
Mayor



Jennifer Sikes  
City Clerk

CITY OF MOUNT VERNON OCCUPATIONAL TAX APPLICATION and INFORMATION

Please print clearly or type. Licenses are \$50.00. **ALL** information is required before license will be issued. Accompanying affidavits must be filled out and turned in with form. Any changes will result in a \$25.00 fee.

\*Business Legal Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

\*Physical Address: \_\_\_\_\_  
\_\_\_\_\_

\*Sales/Use Tax Id #: \_\_\_\_\_ \*Fed Id/SS#: \_\_\_\_\_

NAIC Code: \_\_\_\_\_ [www.naics.com/search](http://www.naics.com/search)

NAIC Code **must** be submitted before license is released

E-Verify #: \_\_\_\_\_ E-Verify Authorization Date: \_\_\_\_\_

If exempt from E-Verify please fill out the exempt form <https://www.e-verify.gov/> Number of Workers: \_\_\_\_\_

Owner/Officer 1 Name: \_\_\_\_\_

Owner/Officer 2 Name: \_\_\_\_\_

Best Contact Phone Number for Business: \_\_\_\_\_

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

Website (if applicable): \_\_\_\_\_

Type of Business: \_\_\_\_\_

\*Before any municipal corporation issues a business license to any person engaged in a profession or business required to be licensed by the state under Title 43, the person must provide evidence of such licensure to the appropriate agency of the municipal corporation that issues business licenses. No business license shall be issued to any person subject to licensure under Title 43 without evidence of such licensure being presented. O.C.G.A. § 36-60-6(a)\*

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Date

The City of Mount Vernon  
Mount Vernon, Georgia

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**AFFIDAVIT VERIFYING STATUS FOR  
CITY OF MOUNT VERNON BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Mount Vernon, Montgomery County, Georgia, Occupation Tax Certificate, Alcohol License, Contract, or other public benefit as referenced in 8 U.S.C. Section 1621 and O.C.G.A. Section 50-36-2, I am aware that the City of Mount Vernon will rely on the statements contained herein. With respect to my application for a City of Mount Vernon, Montgomery County, Georgia, Occupation Tax Certificate, Alcohol License, Contract, or other public benefit for, I swear or affirm

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, Partnership or other private entity]

\_\_\_\_\_  
[Name of business, corporation, partnership]

- 1) \_\_\_\_ I am a natural United States Citizen, or
- 2) \_\_\_\_ I am a legal permanent resident of the United States, or
- 3) \_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States\*

**\*\*All applicants must provide documentation as proof of citizenship; see below for all approved documentation\*\***

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 Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant: Date:

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

\_\_\_\_\_  
Alien Registration number

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definitions of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number:

\*\*Approved documentation: I-327; I-551; I-571; I-688; I-688A; I-688b; I-766; Certificate of Citizenship; Natural Certificate; Machine Readable Immigrant Visa; Temporary I-551 Stamp; I-94; Unexpired Foreign Passport; I-20; DS2019; drivers license for natural United States Citizen.

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**Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

\_\_\_\_\_  
Signature of Exempt Private Employer

\_\_\_\_\_  
Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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

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

\* This affidavit is for submissions made on or after to January 1, 2014.