



CITY OF LITHONIA

SHAMEKA S. REYNOLDS, MAYOR

CITY COUNCIL MEMBERS

WILLIAM "RIC" DODD
DAROLD HONORE
DIANE HOWARD
AMELIA INMAN
VANERRIAH WYNN

ADMINISTRATIVE STAFF

LATHAYDRA SANDS, CITY ADMINISTRATOR
NATHAN POLLARD, CHIEF OF POLICE
QUINTON MONSON, PUBLIC WORKS DIRECTOR
ROBINETTE BLOUNT, CITY CLERK

January 2021

Dear Business Owner:

Each person engaged in any business, trade, profession, or occupation within the corporate limits of the City of Lithonia is required to pay an occupational tax each year. Pursuant to the city ordinance adopted July 2011, all businesses will pay an occupational tax based on its NAICS code in addition to the administrative fee of twenty-five dollars (\$25.00). The occupation tax for each practitioner of a profession, as defined by state law, is \$400 plus the administrative fee.

Occupational tax returns and applicable occupation taxes are due and payable no later than January 31st of each year. A one hundred dollar (\$100.00) late fee shall be charged for any returns filed after January 31st. An administrative fee will also accrue at the rate of one-and-a-half percent (1.5%) per month on the entire unpaid balance of any past due taxes. If the occupational tax is not paid by May 1st of each year, a ten percent (10%) penalty shall be assessed.

State law requires that anyone obtaining a public benefit, such as an occupational tax certificate or business license, from the city **must** do the following: 1) Submit the O.C.G.A. §50-36-1(e)(2) affidavit verifying his/her lawful presence in the United States; 2) Provide a copy of at least one secure and verifiable document as defined in O.C.G.A. 50-36-2 (A list of documents is provided for your information); and 3) Submit the O.C.G.A. § 36-60-6(d) affidavit for the E-Verify program.

Enclosed is the invoice for your 2020 license. Please complete the Occupational Tax Certificate Application, Emergency Contact Form, Affidavit Verifying Applicant Status, Affidavit for E-Verify, and 2020 Survey. Upon payment of the required fees and review of the documents, your license can be mailed or picked up by you.

If you are a non-profit organization, in addition to completing the documents referenced above, you must submit a copy of the Secretary of State Certificate and the IRS 501(c)3 certification. You are required to pay the administrative fee of \$25.00 to process your occupational tax certificate.

Thank you for doing business in the City of Lithonia. If there are any questions, do not hesitate to contact me at 770-482-8136.

Sincerely,

Robinette Blount
City Clerk

In an effort to ensure quality assurance in our business district, please complete the following survey and return it with your application.

Business Name

Address

Email

PARKING

Do you provide private or public parking for your patrons?

_____ Private, If so, where is parking made available?

_____ Public, If so, where is parking made available?

SANITATION

A soft reminder that trash from your business cannot be disposed of in city trash cans on Main Street. What method are you currently using for garbage disposal?

CITY COUNCIL & WORK SESSION MEETINGS

_____ Do you attend meetings?

_____ Would you like to receive additional information?