

## BL Online- Reporting Mixed Drinks Excise Tax

**Purpose:** Use this procedure to report Mixed Drinks Excise Taxes

**Requirements:**

1. Must have active account with Gwinnett County
2. Must have a Gwinnett County online profile

**Procedure:**

1. Go to [www.gwinnettcountry.com](http://www.gwinnettcountry.com)
2. Click on **Business License Online Service** from the **Top Links** menu.

The screenshot shows the Gwinnett County website interface. At the top, there are navigation links: "Pay Water Bill", "Online Services", "A-Z Index", "FAQ", and "Site Map". The main header features the "Gwinnett" logo and a "Login" button. Below the header is a navigation bar with links for "About Gwinnett", "Services", "Departments", "Calendar", "News", "Employment", "Contact Us", and "Top Links". A search icon is also present. The "Top Links" menu is expanded, displaying a list of services. The "Business License Online Services" link is highlighted in blue. To the left of the menu is a "Government" section with a photo of three people at a construction site.

Service
Alarm System Registration
Animal Shelter
Assessor
Bids & RFPs
Budget
Burn Ban Notice
Bus Routes
<b>Business License Online Services</b>
Citizen Self Service
Commission Meeting Videos
County Commissioners
Crime Mapping
Economic Development
Elections Voter Registration
Emergency Management
Fire Marshal
GIS Data Browser
Health & Human Services
Homeland Security
Neighborhood Stabilization Program
Parks and Recreation
Pay Water Bill Online
Phone Listing
Prescription Drug Discount Card
Quality of Life Unit
Recycling Directory
Road Closures
Senior Services
Street Light Outage
Tax Information
Trash Pickup
Vendor Registration
Water Outages Information
Water Resources Customer Service
Water Resources Contacts

3. Enter the **username** and **password** and click on Login button.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

User Login	Licensing and Revenue - Online Services
<p>Username</p> <input type="text" value="email1234"/>	<p>Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.</p> <p>By <b>registering</b> for a free online profile with our online services, you can:</p> <ul style="list-style-type: none"><li>• Renew and/or Pay your bill</li><li>• Close your account</li><li>• Print a copy of your most recent issued license</li></ul> <p>All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.</p> <p>By registering and selecting "Log In" you are agreeing to the Licensing and Revenue <a href="#">Security Policy</a>.</p> <p>Please contact the Licensing and Revenue office at 678-377-4100 or at <a href="mailto:gc-license-revenue@gwinnettcountry.com">gc-license-revenue@gwinnettcountry.com</a> for more information about the following:</p> <ul style="list-style-type: none"><li>• Change of business location</li><li>• Change of business ownership</li><li>• Change in Tax ID</li></ul> <p>If you are a potential new business owner in Gwinnett County you may use this <a href="#">Tax Calculator</a> for an estimate of your occupation tax certificate fees.</p> <p>For more information <a href="#">click here</a>.</p>
<p>Password</p> <input type="password" value="••••••"/>	
<p><a href="#">Login</a></p>	
<p>▶ <a href="#">Forgot Username or Password</a></p> <p>▶ <a href="#">Haven't got an Account? Register</a></p>	

4. The business license account information will be displayed after the login.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

## Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANGLEY DR	Options ▾

[Add an account](#)

5. Click on the **Options** dropdown to see the list of menu items that can be chosen for the business license account. Choose **Report Sales** under the Mixed Drink Excise Tax menu group.

## Licensing and Revenue Accounts

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Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANG	Options ▾ <ul style="list-style-type: none"><li>Alcohol License</li><li>License Renewal</li><li>Mixed Drink Excise Tax<ul style="list-style-type: none"><li><b>Report Sales</b></li></ul></li><li>History</li><li>Business Closed</li><li>Remove Account</li></ul>

[Add an account](#)

- The reporting page will be displayed. If multiple periods to be reported, then the multiple periods will be available to report starting with the oldest period.


## Mixed Drink Excise Tax - Report Sales

Account Number:  
199926 [Back to Main Menu](#) 

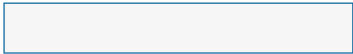
Business Name:  
BUSINESS LICENSE ACCOUNT

Business Address:  
75 LANGLEY DR  
LAWRENCEVILLE GA 30046-6935


Reporting Information

Reporting Period : 201904 ( Start Here ) 

9106 (Retail) - Check this box to report Zero Sales for this period


9106 (Retail) - Gross Sales \* 

**Continue**

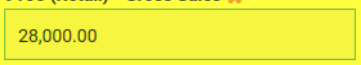
Reporting Period : 201905 

- Enter the **Gross Sales** and click on **Continue** button.

Reporting Information

Reporting Period : 201904 ( Start Here ) 

9106 (Retail) - Check this box to report Zero Sales for this period

9106 (Retail) - Gross Sales \* 

**Continue**

8. If multiple periods to report, then enter **Gross Sales** for next available period and click the **Continue** button. Note: If **zero sales** needs to be reported for a period, then click on check box and select a reason from the dropdown.

Reporting Period : 201905 ( You are here )

9106 (Retail) - Check this box to report Zero Sales for this period

9106 (Retail) - Please select reason for Zero Sales \*

Temporarily closed for month selected

Continue

9. After the information for all required periods have been entered, the excise tax calculation will be displayed. The prior balance will be displayed and included on the total balance due amount. Click on the check box and click the **Pay Balance Due**. Note: If changes are needed for a reported period click on the Edit option.

Reporting Information

Period	Revenue Code	Taxable Amount	Excise Tax	Credit	Penalty	Amount Due	Edit
201904	9106 (Retail)	\$28,000.00	\$840.00	\$0.00	\$84.00	\$924.00	Edit
201905	9106 (Retail)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit

Prior Balance:  
\$0.00

Total Due for above reported periods:  
\$924.00

Total Balance Due:  
\$924.00

I affirm the above reported information is correct and I understand receipts are subject to audit. \*

Pay Balance Due Cancel

10. Enter required **Payment Information** and click on **Continue** button. Note: Choose **Yes** if you would like to save your bank information.

**Payment Information**

Type of Account  
Checking

Bank Name \*  
Name of Bank

Routing Number \*  
011002877

Account Number \*  
9999999

Save bank account information?  
 Yes

**Billing Information**

Full Name \*  
Billing Name

Address \*  
75 Langley Dr

City \*  
Lawrenceville

State  
Georgia


Zip \*  
30044

Telephone Number \*  
(555) 555-5555

**Continue** Cancel

11. Review the **Payment Information** and click on **Submit Payment** button. Note: If any changes are needed, click on **Make Changes** button.

## Mixed Drink Excise Tax - Review

Please review and click Submit Payment to complete the reporting [Back to Main Menu](#) 

**Account Number:**  
199926

**Business Name:**  
BUSINESS LICENSE ACCOUNT

**Business Address:**  
75 LANGLEY DR  
LAWRENCEVILLE GA 30046-6935

**Total Amount charged for this transaction:**  
\$924.00

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**Payment Information**

[Make Changes](#)

**Type of Account:**  
Checking

**Bank Name:**  
Name of Bank

**Routing Number:**  
011002877

**Account Number:**  
\*\*\*\*\*9999

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**Billing Address**

[Make Changes](#)

**Full Name:**  
Billing Name

**Address:**  
75 Langley Dr Lawrenceville, GA 30044

**Telephone Number:**  
(555) 555-5555

Refund Policy : Refunds are not issued for overpayments on open accounts. If you have any questions, please call our office at 678-377-4100 Monday - Friday 8am to 5pm.

[Submit Payment](#) [Cancel](#)

12. A confirmation message with a confirmation number will be displayed. You can print this page for your records. Click on **Back to Main Menu** to return to the account display view.

### Mixed Drink Excise Tax - Confirmation

Thank you. Your payment was successful and your Mixed Drink Excise Tax has been reported.

Confirmation Number : 1400018664

[Print](#) this page for reference.

[Back to Main Menu](#)

13. Click the **Options** dropdown for the account and choose **History** under the Mixed Drink Excise Tax menu group

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANG	Options ▾

Add an account

- Alcohol License
- License Renewal
- Mixed Drink Excise Tax
- Report Sales
- History

14. The **Mixed Drink Excise Tax – History** will be displayed

### Mixed Drink Excise Tax History

**Account Number:**  
199926

**Business Name:**  
BUSINESS LICENSE ACCOUNT

**Business Address:**  
75 LANGLEY DR  
LAWRENCEVILLE GA 30046-6935

[Back to Main Menu](#)

**History (Up to 12 months)** \_\_\_\_\_

Report Date	Period	Excise Amount	Credit	Penalty	Interest	Adjustment	Amount Due	Payment Amount
2019-06-14	05/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019-06-14	04/2019	\$840.00	\$0.00	\$84.00	\$0.00	\$0.00	\$924.00	(\$924.00)