

Occupational Business License Renewal

Purpose: Use this procedure to renew the Occupational Business License for an account.

Requirements:

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

Procedure:

1. Go to 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 | Site Map. The Gwinnett logo is prominently displayed on the left, and a 'Login' button is on the right. Below the logo is a horizontal menu with items: Home, About Gwinnett, Services, Departments, Calendar, News, Employment, Contact Us, and Top Links. The 'Top Links' menu is expanded, showing a list of services. 'Business License Online Services' is highlighted in blue. To the left of the menu is a photo of three people in hard hats and suits performing a groundbreaking ceremony. Below the photo is a dark blue box with the word 'Government' in white text.

Pay Water Bill | Online Services | A-Z Index | FAQ | Site Map

Gwinnett

Login

Home | About Gwinnett | Services | Departments | Calendar | News | Employment | Contact Us | **Top Links** | Search

- Alarm System Registration
- Animal Shelter
- Assessor
- Bids & RFPs
- Budget
- Burn Ban Notice
- Bus Routes
- Business License Online Services**
- 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

Government

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

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

User Login

Username

Password

Login

▶ [Forgot Username or Password](#)

▶ [Haven't got an Account? Register](#)

Licensing and Revenue - Online Services

Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.

By **registering** for a free online profile with our online services, you can:

- Renew and/or Pay your bill
- Close your account
- Print a copy of your most recent issued license

All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.

By registering and selecting "Log In" you are agreeing to the Licensing and Revenue [Security Policy](#).

Please contact the Licensing and Revenue office at 678-377-4100 or at gc-license-revenue@gwinnettcountry.com for more information about the following:

- Change of business location
- Change of business ownership
- Change in Tax ID

If you are a potential new business owner in Gwinnett County you may use this [Tax Calculator](#) for an estimate of your occupation tax certificate fees.

For more information [click here](#).

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 |
|-----------|------|------------------|-----------|
| 199917 | TEST | 684 WINDER HWY | Options ▼ |
| 98900 | TECH | 1800 STATE BLVD | Options ▼ |

Add an account

5. Select the **Options** button next to the Business Address and select **License Renewal** from the Business/Occupation Tax.

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 |
|-----------|-------|------------------|-----------|
| 195099 | SALON | 194 BASIL RD | Options ▾ |
| 199917 | TEST | 684 WINDER HWY | Options ▾ |
| 98900 | TECH | 1800 STATE BLVD | Options ▾ |

[Add an account](#)

Business/Occupation Tax

Tax Calculator

License Renewal

Make Payment

Print Certificate

Business Closed

Remove Account

6. Review and complete required information and select **Continue**.

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

Business / Occupation Tax - License Renewal

Account Number:
98900 [Back to Main Menu](#)

Business Name: TECH **Business Owner(s):**

Business Location:
1800 STATE BLVD
DULUTH GA 30097-4927

If **Business Location** changed, you must contact the Licensing and Revenue Office at 678-377-4100 for information on the process to update your Business Occupation Tax Certificate.

Renewal Application

Please fill in the following information and click on Continue

Name / Title of Responsible Party *

Email Address *

7. Complete required Renewal Information and select **Continue**.

Renewal Information _____

Renewal Year : 2019 (Start Here) ▼

of Full Time Employees at this Location *

1 ?

Check this box to report Zero Revenue for 2018 Final Georgia Gross Revenues

2018 Final Georgia Gross Revenues *

263,000.00 ?

2019 Projected Georgia Gross Revenues *

265,000.00 ?

Continue

8. Review the Renewal Information.
 - a. If corrections need to be made select the **Edit** button.
9. Check the next to **"I affirm the above reported information is correct and I understand receipts are subject to audit."** and select **Continue**.

Renewal Application

[Make Changes](#)

Name / Title of Responsible Party:

QA Testing

Email Address:

galictax30045@hotmail.com

Local Business Phone:

(770) 822-7517

Mailing Address:

75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935

Business Closed?

No

Renewal Information

| Tax Year | # of Emp. | Prior Year Final Revenue | Curent Year Estimated Revenue | Prior Year Adj. | Tax/Prof. Fees | Admin Fee | Late Filing Fee | Late Payment Fee | Interest | Invoice Amount | Edit |
|----------|-----------|--------------------------|-------------------------------|-----------------|----------------|-----------|-----------------|------------------|----------|----------------|----------------------|
| 2019 | 1 | \$263,000.00 | \$265,000.00 | (\$7.80) | \$172.25 | \$80.00 | \$25.00 | \$24.45 | \$22.00 | \$315.90 | Edit |

Prior Balance:

\$0.00

Total Invoice Amount:

\$315.90

Total Amount Due:

\$315.90

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

[Continue](#)

[Cancel](#)

10. Attach any required documents (.pdf documents only) and click the **Submit Application** button.

Renewal Documents

Please upload following required documents in PDF format

E-Verify Affidavit Form B *

C:\Users\emmarquez\Documents\Document B Sample.p Browse... [Download 'Form B'](#)

Submit Application Cancel



11. The Occupational Business Tax Renewal has been submitted successfully. A confirmation will display and will also be sent to the email on the business' profile.
- If a document was required, it will be reviewed within 3-4 business days.

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

Business / Occupation Tax - License Renewal - Confirmation

[Back to Main Menu](#) ←

Your license renewal application was submitted successfully. An email confirmation has been sent to **galictax30045@hotmail.com**. The Licensing and Revenue Office will review the documents and contact you by email, using the email address provided at time of renewal, if additional information is needed. Please allow 3-4 business days for review and response.

[Print](#) this page for reference.

Account Number:
98900

Business Name: TECH **Business Owner(s):**

Business Location:
1800 STATE BLVD
DULUTH GA 30097-4927

Renewal Application

Name / Title of Responsible Party:
QA Testing

Email Address:
galictax30045@hotmail.com

Local Business Phone:
(770) 822-7517

Mailing Address:
75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935