

Rental Motor Vehicle Excise Tax Reporting

Purpose: Use this procedure to report Rental Motor Vehicle excise taxes and to display the Rental Motor Vehicle excise taxes history (Up to 12 months)

Requirements:

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

Procedure:

1. Go to www.gwinnettcounty.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 horizontal menu with items: "Home", "About Gwinnett", "Services", "Departments", "Calendar", "News", "Employment", "Contact Us", "Top Links", and a search icon. 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 photograph of three people in hard hats and business attire standing on a construction site. Below the photograph is a dark blue box with the word "Government" in white text.

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

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 registering for a free online profile with our online services, you can:</p> <ul style="list-style-type: none">• Renew and/or Pay your bill• Close your account• Print a copy of your most recent issued license <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 Security Policy.</p> <p>Please contact the Licensing and Revenue office at 678-377-4100 or at gc-license-revenue@gwinnettcountry.com for more information about the following:</p> <ul style="list-style-type: none">• Change of business location• Change of business ownership• Change in Tax ID <p>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.</p> <p>For more information click here.</p>
<p>Password</p> <input type="password" value="••••••"/>	
<p>Login</p>	
<p>▶ Forgot Username or Password</p> <p>▶ Haven't got an Account? Register</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 Revenue** under the Rental Motor Vehicle Tax menu group.

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 LANG	<ul style="list-style-type: none">Business/Occupation TaxTax CalculatorLicense RenewalMake PaymentPrint CertificateRental Motor Vehicle Tax<ul style="list-style-type: none">Report RevenueHistory

[Add an account](#)

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

Rental Motor Vehicle Excise Tax - Report Revenue


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

Business Name:
BUSINESS LICENSE ACCOUNT


Business Address:
75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935

Reporting Information

You have multiple periods to report. Please select a reporting period below to continue.


Reporting Period : 201904 (Start Here) 

Check this box to report Zero Revenue for this period


Gross Rent 

Exempt Rent

- Enter the **Gross Rent** and click on **Continue** button. Note: Only enter **Exempt Rent** if applicable.

Reporting Period : 201904 (Start Here) 

Check this box to report Zero Revenue for this period

Gross Rent 

1,800.00

Exempt Rent

8. If multiple periods to report, then enter **Gross Rent** for next available period and click the **Continue** button. Note: If **zero revenue** 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)

Check this box to report Zero Revenue for this period

Please select reason for Zero Revenue *

No rental income 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	Taxable Amount	Excise Tax	Credit	Penalty	Interest	Amount Due	Edit
201904	\$1,650.00	\$49.50	\$0.00	\$2.48	\$0.99	\$52.97	Edit
201905	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit

Prior Balance:
\$0.00

Total Due for above reported periods:
\$52.97

Total Balance Due:
\$52.97

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.

Rental Motor Vehicle 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:
\$52.97

Payment Information

[Make Changes](#)

Type of Account:
Checking

Bank Name:
Name of Bank

Routing Number:
011002877

Account Number:
*****9999

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.

Rental Motor Vehicle Excise Tax - Confirmation

[Back to Main Menu](#)

Thank you. Your payment was successful and your Rental Motor Vehicle Excise Tax has been reported.

Confirmation Number : 1400018662

[Print](#) this page for reference.

13. Click the **Options** dropdown for the account and choose **History** under the Rental Motor Vehicle Tax menu group.

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LANG	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 5px;"> Business/Occupation Tax Tax Calculator License Renewal Make Payment Print Certificate Rental Motor Vehicle Tax Report Revenue <b style="background-color: #ffff00;">History </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Options ▾ </div> </div>

[Add an account](#)

14. The **Rental Motor Vehicle Excise Tax – History** will be displayed.

Rental Motor Vehicle 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	\$49.50	\$0.00	\$2.48	\$0.99	\$0.00	\$52.97	(\$52.97)