



December 20, 2019

2020 BUSINESS TAX RENEWAL INSTRUCTIONS

PLEASE REVIEW CAREFULLY

To Our Valued Business Owners and Operators:

Enclosed is the 2020 Business Tax return for the City of Savannah. Please complete the enclosed forms, attaching a copy of any applicable State of Georgia licenses and/or regulatory fees, and return the complete signed and dated packet with your payment to us no later than the due date of March 1, 2020.

Business Closed

If your business ceased operations or was sold in 2019, please complete this return, indicating the closed date and the new owner's name, if applicable. Also, please include the actual gross receipts amount for the business while under your ownership in 2019. Please return the signed and dated document **(in person at 305 Fahm St.; Fax 912-651-6457 or email: businesstax@savannahga.gov)**. We cannot assume that your business has closed if you don't complete this final return process. Final returns received after March 1 will require payment for the current year.

Amended/Changed Information

- Please indicate changed information such as mailing address, business name (adding LLC or Inc.), business activity or contact person by drawing a line through printed information and writing in new information.
- If your business location has changed, proof of the address and business location approval must accompany the renewal application (for forms and to see list of requirements, go to www.savannahga.gov/businessapproval).
- If any of your information has changed, please be sure to submit your completed packet in time for all new information to be verified prior to the due date. If new information cannot be verified and the returned processed prior to the due date, late fees will accrue.
- Business Tax Certificates are not transferrable. If the ownership of the business has changed, the new owner(s) must submit the New Business Packet which can be found at www.savannahga.gov/newbusinessapp.

Regulatory Fees

Any required regulatory fees applicable for your business activity should be included with your business tax payment. The following business activities are subject to regulatory fees in the amount shown below:

Fortune Tellers - \$250

Pawn Shops - \$200

Precious Metal Dealers/Gold Buyers - \$500

Alarm/Security/Private Detective - \$100

Past Due Balances

Any amount outstanding from the previous tax year, as shown on the enclosed return, must be included with the 2020 business tax payment.

Payment

- The full amount due must accompany the completed tax return and associated forms. Any past due balances and/or regulatory fees must be included with the tax amount due for 2020 for an account to be considered paid.
- The business tax return will be considered late if full payment is not received with the completed renewal packet prior to the due date.
- Late fees (penalty and interest) will accrue on all unfiled or incomplete business tax returns as of March 2, 2020. The penalty amount is a one-time fee of 10% of the tax amount due. Interest of 1.5% of the tax amount due will be applied monthly after April 2. All tax returns with amended information must be postmarked prior to March 1, 2020.
- **LATE FEES CANNOT BE WAIVED.**
- Your actual gross receipts for 2019 will be used to determine the total amount of tax due for the prior year, which was initially charged based on estimated receipts. If the amount of tax due differs from the estimated payment, the difference will be calculated by the City of Savannah Revenue Department and billed or refunded as appropriate.

A Business Tax Certificate Will NOT Be Issued If:

- The payment is incorrect or the application is incomplete.
- The account has any outstanding balance.
- The business owes delinquent Preservation, Hotel/Motel, Auto Rental, Mixed Drink and/or Occupancy Excise taxes.

Finally, please provide us with a valid email address to contact you in the future. This will facilitate our communications with you and prepare us to provide more services to you electronically in the future.

We appreciate the opportunity to serve you and ask that you please don't hesitate to contact the Revenue Department, Business Tax Unit at (912)651-6445 if you have questions or need any additional information.