

Want to renew your tax certificate online? Please follow instructions below.
Questions? Please email Business.tax@dunwoodyga.gov

The City is now accepting occupation tax renewals online. Please proceed to the website below to register for your account. Please be aware that the online renewal process will take place in a series of steps. **Your forms will still need to be signed and notarized, however they will be accepted on our share file site.** Please visit the website below to get started.

- 1. Visit the online portal website**
 - a. <https://www.municipalonlinepayments.com/dunwoodyga/>
 - b. Select Occupational Tax Certificate
 - c. If you renewed online for prior years you can log in using your email and password.

- 2. Register your account/Associate your license (New to online renewal portal)**
 - a. Select Member Registration if you did not register and associate your license in 2021.
 - b. Once you are logged in and your account is successfully activated, select 'Associate a licensee with your online membership' if you did not do so in prior years. Complete the fields to associate a new licensee.
 - c. Once you associate your license an email will be sent to the Finance Department for account verification.
 - d. Once your account is verified, the Finance Department will send you an email letting you know to proceed with your renewal.

- 3. Renewing your occupation tax**
 - a. Once you receive the email from the Finance Department you can log back into your account.
 - b. You will now see all licenses associated with your business. Select the license number.
 - c. Select the license number and the business information will appear. Select 'Renew this License'.

License Detail

License # 5673	Status Pending
License Type Securities Brokerage	Effective Date 11/25/2015
Issued To KARINE'S TEST LICENSE	Expires 12/31/2015
Property 123 TEST	Balance \$0.00

This license is renewable. [Renew this License](#)

Balance Details	
Fees	\$0.00
Penalties	\$0.00
Interest	\$0.00
Tax	\$0.00
Balance	\$0.00

Online Services

- [Occupational Tax Certificate Home](#)
- [Manage Associations](#)

Associated Licensees

- KARINE'S TEST LICENSE
- [Add New](#)

Need Help?

- [Contact Us](#)
- 678-382-6700

Announcement

Please note that all forms must be signed and notarized. City Hall does provide notary services at no charge.

Office Hours are Monday through Friday from 8am to 5pm.

4. Entering your Gross Receipts and Employee Count

- a. Employee Fee Field: Enter the number of employees (including the owner) into the first blank field. There must be a minimum of 1 employee; entering 0 will delay the issuance of your license. **PLEASE DO NOT ENTER THE CALCULATION, the system will do the calculation.**
- b. Receipts Fee Field: Enter the actual 2021 Dunwoody & Georgia gross receipts in the second blank field. Do not enter the adjusted gross receipts; we are looking for your actuals. **PLEASE DO NOT ENTER THE CALCULATION, the system will do the calculation.**
- c. Base Fee Field: Please leave this field blank. We are aware that the fields do not align. The base fee will be automatically calculated into your fees due once verified by the Finance Department.
- d. Click Renew License
 - i. This will send an email to the Finance Department letting us know to review the information you have entered.
 - ii. Once your information is verified, the Finance Department will send you an email letting you know how to proceed for payment and uploading of your renewal forms.

****Practitioners:** If you would like to pay by the per Practitioner method, please write in the total fee due in the Base Fee Field (Third blank field). For example, 4 practitioners x \$400.00 is 1600.00. The Finance Department will change the fees to Practitioner during the verification process.

Renew License

License # 5673	Status Pending
License Type Securities Brokerage	Effective Date 11/25/2015
Issued To KARINE'S TEST LICENSE	Expires 12/31/2015
Property 123 TEST	Balance \$0.00

TAX CLASS 05 EMPLOYEE FEE	<input type="text" value="1"/>
TAX CLASS 05 RECEIPTS FEE	<input type="text"/>

Base Fee (\$125.00)

Renew License

Cancel

5. Uploading your Renewal Forms

- a. In order for your renewal to be considered complete you will need to complete and upload your forms into the Share File Site using the link that is provided in your email form the Finance Department.
- b. **Share File Site Link:**
<https://dunwoodyga.sharefile.com/r-r78fbcfac6d9440a99f39841722900c2c>
Please make sure that your forms are signed and notarized before uploading. Incomplete forms will delay your renewal being processed.
- c. **Please upload all renewal forms**, front and back of pages. Please do not upload the FAQ.

6. Processing your Payment

- a. Once you receive the email form the Finance Department that your account is ready for payment, you will need to log back in.
- b. Select the license number.
- c. Click Pay Balance
- d. Enter the payment information and click Continue.
 - i. Visa and MasterCard are the only accepted credit cards.