

City of Hawkinsville
56 Broad Street
P.O. Box 120
Hawkinsville, GA 31036
(478) 892-3240

Occupational Tax Renewal Instructions & Application Packet

1. Update any information that has changed regarding your business on the attached renewal application. The renewal application can be mailed to the above post office box, or you may deliver it to City Hall.
2. **Remit payment with renewal application.** The City of Hawkinsville will **NOT** issue a business license without payment.
3. Once the renewal application has been received with payment, and necessary updates have been made, your license will be mailed to you.
4. The amount due is determined by the number of full-time employees at your business. Please refer to the attached tax due schedule form located in the renewal packet. If you notice the invoice does not reflect the correct amount, note the changes on the application and the City will send you an updated invoice for your records.
5. If your business is non-profit, please be sure to attach any forms or documentation you have stating your business is non-profit and exempt from payment. **Note:** you will still receive a yearly renewal packet.
6. **If your business is closed, please check the 'business closed' box at the bottom of the renewal application so that we can close any open invoices.**

Note: The City of Hawkinsville updates business information ONLY during the renewal period. Renewal for business licenses begin April 1 and close June 30. If any information regarding your business changes after the renewal period, please call 478.892.3240 to update your account, so that future invoices reflect changes made.

**City of Hawkinsville
56 Broad Street
P.O. Box 120
Hawkinsville, GA 31036
(478) 892-3240**

**Occupational Tax Renewal Application
Tax Year 2026-2027**

Date: _____

Name of Business: _____

Name of Owner: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Phone Number of Owner/Operator: _____

Email address of Owner/Operator: _____

Georgia State Sales Tax ID: _____

E-Verify Number (If Applicable): _____

SS Number: _____

Description of Business: _____

Number of Employees: _____ (Includes full and part-time employees – see instructions)

Tax Due Per Schedule: _____

I certify that the information reported herein is true and correct.

Signature

Printed Name

Title

Note: Application and payment can be mailed to the above post office box.

BUSINESS CLOSED

**City of Hawkinsville
Occupational Tax Schedule**

# of Employees	Occupational Tax	# of Employees	Occupational Tax
1	\$60.00	26	\$517.20
2	\$80.00	27	\$533.40
3	\$100.00	28	\$549.60
4	\$120.00	29	\$565.80
5	\$140.00	30	\$582.00
6	\$160.00	31	\$596.58
7	\$180.00	32	\$611.16
8	\$200.00	33	\$625.74
9	\$220.00	34	\$640.32
10	\$240.00	35	\$654.90
11	\$258.00	36	\$669.48
12	\$276.00	37	\$684.06
13	\$294.00	38	\$698.64
14	\$312.00	39	\$713.22
15	\$330.00	40	\$727.80
16	\$348.00	41	\$735.09
17	\$366.00	42	\$742.38
18	\$384.00	43	\$749.67
19	\$402.00	44	\$756.96
20	\$420.00	45	\$764.25
21	\$436.20	46	\$771.54
22	\$452.40	47	\$778.83
23	\$468.60	48	\$786.12
24	\$484.80	49	\$793.41
25	\$501.00	50	\$800.00

- Amounts include a **\$40.00** administrative fee
 - Maximum amount due is **\$800.00**

ADD 10% TO AMOUNT DUE IF PAYING AFTER JULY 1

NOTE: Full time employees are ALL individuals who work a 40-hour week. Hours of part-time employees are added together and divided by 40 to determine the number of full-time employees.