STEP 1:

To start the Occupational Tax Certificate process, you will need to register for a new account with SAGES.

Create a new account at https://sagesgov.com/fayettecounty-ga

Click on "Create New Account".



Select Company/Firm

Create New Account



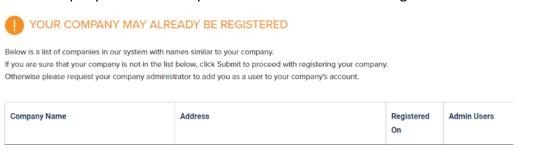
Company/Firm

For Companies, Businesses and Employees Enter the required information then click on Submit.

Create New Company Account

Company Name:	Address:
Phone:	Address (Continued):
Fax:	City:
Timezone:	State:
(UTC-05:00) Eastern Time (S & Canada — Select —
Url:	Zipcode:
ADMINISTRATOR ACCC	JNT DETAILS Password
irst Name:	Password
irst Name: .ast Name:	Password Confirm Password: Password requirement
irst Name: .ast Name:	Password: Password: Password requirement Password
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You may get a message that says, "Your Company May Already Be Registered". Check to confirm the company is not currently active and then click Submit again.



You will be redirected back to the Login page. Enter your login credentials. You must then accept the Company Terms and Conditions and then the Company User Terms and Conditions.

The system will then ask you to verify your email address following instructions sent to you in an email.

Email Verification

Fayette County requires users to verify their email address. Please follow the verification instruction sent to you at

Click <u>here</u> if you would like us to re-send the email verification message to this email address.

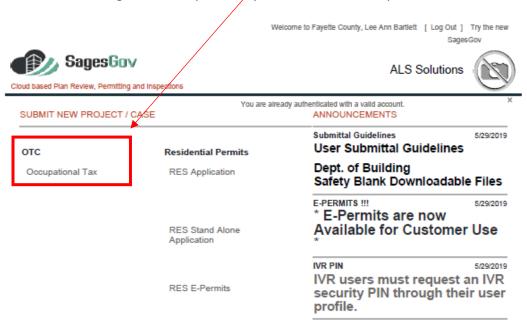
Click **here** if you would like to change your email address.

Once your registration has been approved, you will receive an email stating that you can now login and access online services provided at Fayette County.

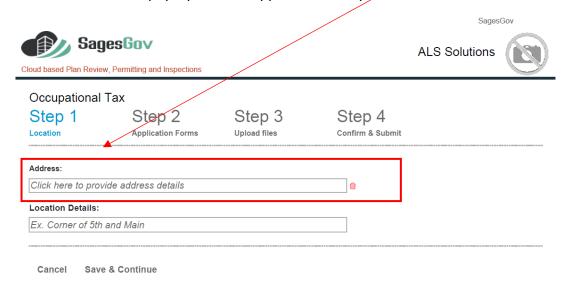
* Please note registration approvals can take up to 24 hours as staff is available during regular business hours Monday- Friday.

STEP 2:

After you have received approval and your account is active, you will log in again and see the below screen, to begin the OTC process, you will select "Occupational Tax"



Step 1- To start the process, you will need to enter your business address. When you click in the below address field a pop-up box will appear to enter your address:



Enter your address using the below fields and select "Search"



If the address is not in Unincorporated Fayette County, you will receive the below error message. Fayette County only issues Occupational Tax Certificates for business that operate within Unincorporated Fayette County



If your business is in the city limits of Fayetteville, Peachtree City, or Tyrone, please contact their municipality for information on how to obtain a business license.

City of Fayetteville: 770-461-6029

City of Peachtree City: 770-487-7657

City of Tyrone: 770-487-4038

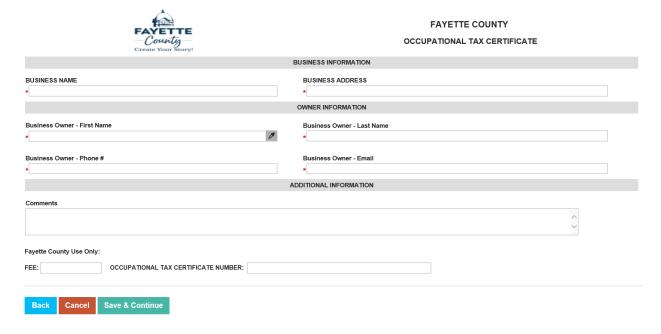
If your address is accepted, you will need to confirm the address to move to the next screen:



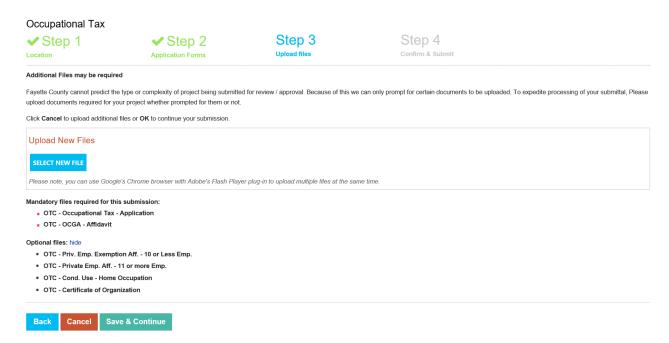
If you need to add additional details for your business address, please enter this information in the "Location Details" field. Once complete, select "Save & Continue"



Step 2-Complete the below fields; all fields will need to be completed prior to selecting "Save & Continue"



Step 3- Upload Required Forms



- *The OTC Application & OCGA Affidavit are required and will need to be uploaded.
- For businesses that are registered with the state of Georgia as a Limited Liability Company or Corporation, please provide the Articles of Organization documentation that is provided to you from the state. To obtain that documentation, you can search https://ecorp.sos.ga.gov/BusinessSearch
- If your business is a Non Profit 501c3 or you are a Disabled Veteran, please provide the correct documentation so the fee for the license can be waived.
- For the NAICS code, please visit https://www.naics.com/ and select a six digit number that categorizes your business.
- If the business has 10 or less employees, the Private Employer Exemption form must be completed and notarized.
- <u>If the business has 11 or more employees</u>, the Private Employer **Affidavit** form must be completed and notarized.
- If the business is home based, the Conditional Use Permit for Home Occupation must also be completed

These forms can be found at https://fayettecountyga.gov/finance/occupational_tax.htm

FAYETTE COUNTY OCCUPATIONAL TAX

The Fayette County Occupation Tax Application packet is available for download in PDF* format for viewing and printing. The packet contains the occupation tax application, as well as instructions and helpful information for completing the application.

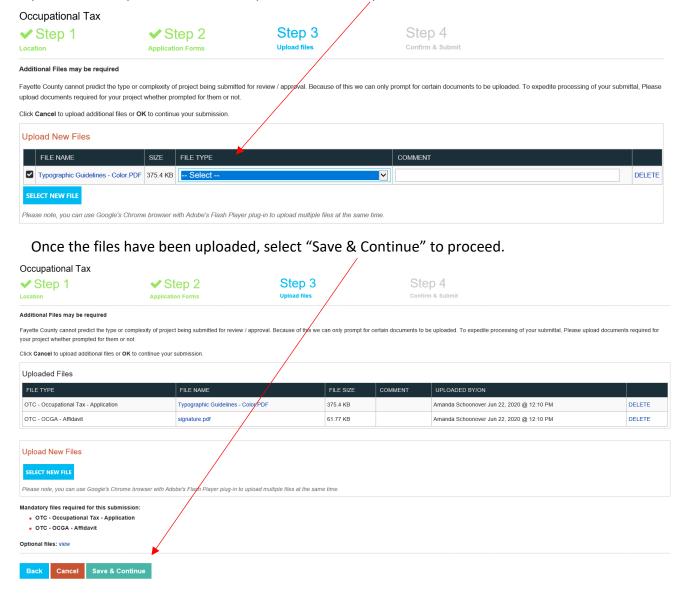
Occupational Tax Certificate Forms

- · Private Emp. Exemption 10 or less Emp.
- · Private Emp. Affidavit 11 or more Emp.
- Cond. Use for Home Occ.
- * Occupation Tax Application
 OCGA Affidavit

 Required Forms

The OCGA Affidavit & Private Employer Exemption/ Affidavit MUST be notarized prior to submitting a new application.

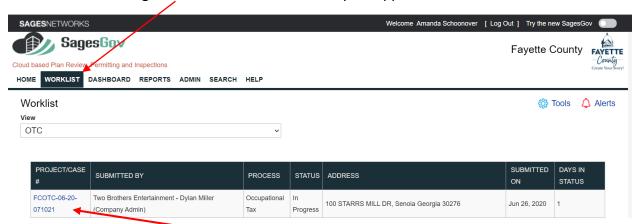
When uploading the documents, you MUST assign a file type. Sages will not allow you to proceed to Step 4 until the two required forms are uploaded.



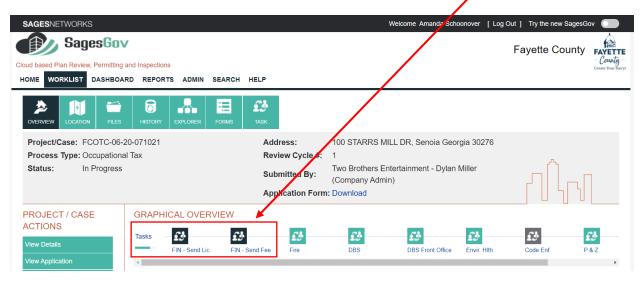
Step 4- Please click on each category to verify all information is correct, select "Submit" when



You have successful filed for your OTC Fayette County. Your application will be reviewed and processed. You can check the status of your application anytime by logging into your SAGES account and selecting "Worklist". You will then see your application in the table below:

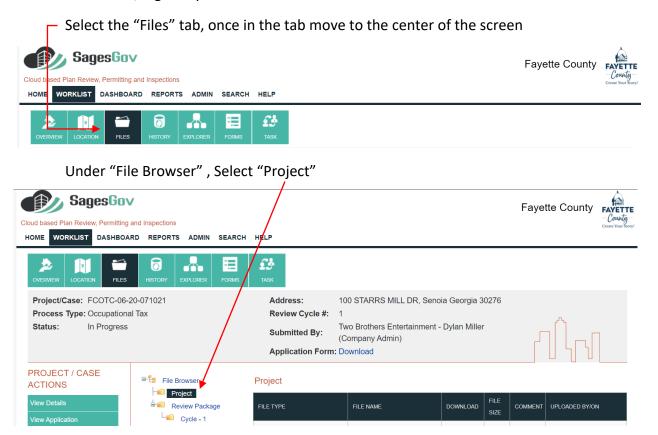


To view the status, click on the project/case #, this will open your application. You will see a series of departments in graphical overview at the top the screen, pending departments will show in dark blue.



The Finance Department is the last step of the OTC process, you will receive an email for payment once the application is approved. After payment has been submitted, another email will be sent with a copy of your business license.

To access the OTC, log into your account



You will then see a new file added "Occupational Tax Certificate-Finance ONLY". Click on "ORGINAL" to download the Certificate. This will need to be displayed in your place of business.

