



# BUSINESS COMMENCEMENT APPLICATION

Butts County Community Services Department  
625 West 3<sup>rd</sup> St. Suite 3 Jackson GA. 30233

***Make All Checks Payable To: Butts County***

NAICS CODE#:	Business License #
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Any person conducting business, via sales or services which originate and operate within Butts County is required to obtain a "Business License" and pay an "Occupational Tax". It is the responsibility of the business owner to maintain a current and active Business License and Occupational Tax Certificate

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
*Physical Address (NO PO BOX Please) City State Zip Code*

Name of Business Owner: \_\_\_\_\_ Date Business Formed: \_\_\_\_\_

Business Address: \_\_\_\_\_  
*Mailing Address City State Zip Code*

Telephone#: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Business Type: \_\_\_\_\_ (Operation Location) \_\_\_ Home Use \_\_\_ Commercial Use

Ownership Type: \_\_\_ Single Proprietorship: \_\_\_ Partnership: \_\_\_ Corporation:

E.I.N/ Tax I.D# \_\_\_\_\_ State License# (Card Required) \_\_\_\_\_

### FOR OFFICE USE ONLY:

**Fire Marshal/ CO Approval** (Commercial Locations Only): \_\_\_\_\_ Date: \_\_\_\_\_

Number of Employees	Business License fee	Process fee
0-10	\$100.00	\$25.00
11-20	\$200.00	\$25.00
21-30	\$300.00	\$25.00
31-40	\$400.00	\$25.00
41-50	\$500.00	\$25.00
Over 50	\$600.00	\$25.00

**\*All Property Taxes For Business Location Must Be Paid Before Services Can Be Rendered**



## BOARD OF COMMISSIONERS OFFICE

625 West Third Street, Suite 4 ~ Jackson, Georgia 30233

Office 770-775-8200 ~ Fax 770-775-8211

[www.buttscountyga.com](http://www.buttscountyga.com)

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County Attorney

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County Clerk

### FOR IMMEDIATE RELEASE-BUTTS COUNTY ENACTS NEW ILLEGAL IMMIGRATION LAW REQUIREMENTS

During the 2011 legislative session, the Georgia General Assembly passed the illegal immigration Reform and Enforcement Act (House Bill 87). Among other initiatives, the legislation placed several new requirements on local governments and businesses. Individuals and business owners should be aware of two of these new requirements that took effect on January 1, 2012.

"People come to the county to conduct a wide range of personal and work-related business," said Michael Brewer, Interim County Administrator. "We want to make sure that they understand that they may have to complete some additional paperwork or provide additional documentation to receive public benefits in order for the county to comply with the federal and state immigration laws."

The first requirement calls for any person seeking a public benefit through the county to present a secure and verifiable document. Public benefits include such things as an occupation tax certificate (business license), an alcohol license and contracts. It further requires any person required to present identification to the county for any official purpose to present a secure and verifiable document. This means that anyone who applies for a public benefit through a county must not only submit a Systematic Alien Verification for Entitlement (SAVE) affidavit but they must also present a secure and verifiable document. Although counties may accept affidavits in person, electronically or by mail, secure and verifiable documents can only be submitted in person or electronically and cannot be accepted by mail.

For more information on what is considered a public benefit and a list of approved secure and verifiable documents, go to the Georgia Attorney General's website at [www.law.ga.gov](http://www.law.ga.gov). Click on "Key Issues," and then "Immigration Reports."

The second requirement calls for private employers with 500 or more employees seeking an occupation tax certificate (business license) or any other document required to operate a business within the county to register for and use the E-verify program and to sign an E-Verify affidavit. E-Verify is a federal program that checks the employment eligibility of all new hires.

The private employer requirement will be phased in through July 1, 2013. Private employers with 100 or more employees must be registered beginning on July 12012 and employers with more than 10 employees must be registered beginning on July 1, 2013. Private employers that are not subject to this requirement must sign an exemption affidavit. The affidavits for business owners are also available on the General Attorney General's website.

The Association County Commissioners of Georgia (ACCG) has worked to help counties understand the new requirements for compliance and reporting established through the Illegal Immigration Reform and Enforcement Act through regional training programs for county staff. For additional information on what counties must do to comply with this new law, go to [www.accg.org](http://www.accg.org) and clic on "Immigration."

"We've had more questions from counties on the implementation of the new illegal immigration laws than any other legislative issue in recent years," said ACCG Association Legislative Director Todd Edwards. "Our job is to make sure that we provide them with the best information that we have available and to help them understand what they need to do to comply."

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_  
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from  
\_\_\_\_\_ [*name of government entity*], the undersigned applicant  
verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_  
[business license, occupational tax certificate, or other document required to operate a business]  
as referenced in O.C.G.A. § 36-60-6(d), from \_\_\_\_\_  
[name of county or municipal corporation], the undersigned applicant representing the private  
employer known as \_\_\_\_\_ [printed name of  
private employer] verifies one of the following with respect to my application for the above  
mentioned document:

1. **Only fill out this section if the current date is on or before June 30, 2013. Select Only One.**
  - (a) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees. *If the employer selected 1(a) please fill out Section 3 below.*
  - (b) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.
  
2. **Only fill out this section if the current date is on or after July 1, 2013. Select Only One.**
  - (a) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed more than ten (10) employees. *If the employer selected 2(a) please fill out Section 3 below.*
  - (b) \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed ten (10) or fewer employees.
  
3. **The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:**

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

Executed on the \_\_\_ date of \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_