

DEPARTMENT
OF FINANCE

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OFFICE OF REVENUE NEWSLETTER

FALL INTO ACTION!



NEWSLETTER



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CONNECTING WITH ATLBIZ



ATLBiz is the City of Atlanta's new portal for Occupational Tax, Alcohol Licensing and Permits. It's a streamlined platform designed to simplify the process for businesses, making it easier to apply, renew, and manage various licenses and permits. With user-friendly navigation and comprehensive resources, ATLBiz aims to enhance accessibility and efficiency for all business owners in Atlanta.

To register, simply visit the ATLBiz website and follow the instructions provided. The QR codes, when scanned with your smartphone, will provide more detailed guidance on the registration processes and other essential information, making it even easier to navigate the system.



ACCESSING ATLBIZ



ACCESSING AN EXISTING
ACCOUNT



GETTING TO KNOW ATLBIZ



2026 RENEWAL SEASON



As the renewal season approaches, it's important to register on the ATLBiz portal to manage your existing licenses efficiently. To renew your business occupational tax certificate, start by scanning the provided QR code to access ATLBiz. Once logged in,

- Select "View Renewals (Returns)" under the specific Business Occupational Tax account you wish to renew.
- Click on the "File Now" button for the period ending December 31, 2026.
- Enter the actual gross receipts from the previous year and the total number of employees.
- Upload the necessary financial documents to support the reported figures.

Please note that any outstanding renewals must be completed prior to submitting your 2026 return.

ESSENTIAL FINANCIAL DOCUMENTS FOR RENEWAL

Businesses are required to submit one of the following forms of financial documentation to support the prior year's reported gross revenue:

- 2025 Federal and Georgia State Tax Returns
- 2025 Profit & Loss Statement
- 2025 Income Statement

It's essential to upload these documents with your renewal, as all reported gross receipts may be audited. Failure to comply could lead to penalties, fees, or citations. For any questions, please consult your financial advisor.



UPDATES

The upcoming renewal season in 2026 will introduce significant updates aimed at streamlining processes and enhancing efficiency. These changes will affect the application fee and tax rates. Categories with higher processing demands will experience slight increases to support faster processing times and improved customer service. These adjustments are designed to ensure applications are handled swiftly and accurately, benefiting all stakeholders. Please refer to the chart below for detailed insights and specific figures regarding these changes.

2026 Fee Schedule Update

APPLICATION TYPE	AMOUNT
New Business Occupational Tax License Application Fee Increase Effective Jan. 1, 2026	\$191
Amendments, Multi- Year or Final Close Application Fee Increase Effective Jan. 1, 2026	Up to \$657



UPDATES

The tax rate for occupation tax certificates issued for tax year 2026, for each business, trade, profession or occupation shall be as follows:

TAX CLASS TAX	FLAT RATE \$0- \$10,000	RATE PER \$1,000
1	\$50 plus	\$0.81
2	\$50 plus	1.01
3	\$50 plus	1.14
4	\$50 plus	1.48
5	\$50 plus	1.88
6	\$50 plus	2.21
7	\$50 plus	2.55
8	\$50 plus	2.88



UPDATES

Along with updates to fees and rates, the revenue cap is changing. Starting January 1, 2026, no taxes are due on gross receipts above \$400,000,000. This means once a business reaches that threshold, any additional receipts are not taxed. In summary, it is essential for businesses to renew on time due to the upcoming fee changes.

Here's an example of how the changes will affect a business with \$1,000,000 in yearly income and 5 employees:

- **2025 (tax class 5 rate is 1.4)**

- \$75 Admin fee
- \$50 flat tax
- Taxable Gross Receipts: $\$1,000,000 - \$10,000 = \$990,000$
- Calculated Tax: $\$990,000/\$1000 = \$990$ subtotal * 1.4 = \$1,386
- Employee Tax: $(5 - 1) * \$25 = \100
- Total Due: \$ 1,611 (\$75 + \$50 + \$1,386 + \$100)

- **2026 (tax class 5 rate is 1.88)**

- \$191 Admin fee
- \$50 flat tax
- Taxable Gross Receipts: $\$1,000,000 - \$10,000 = \$990,000$
- Calculated Tax.: $\$990,000/\$1000 = \$990$ subtotal * 1.88 = \$1,861.20
- Employee Tax: $(5 - 1) * \$25 = \100
- Total Due: \$2,202.20 (\$191 + \$50 + \$1,861.20 + \$100)





IMPORTANT DATES TO REMEMBER

As we approach the upcoming renewal season, it's crucial to keep the timeline in mind. While your annual general occupational tax deadlines will remain unchanged, there will be updates to the administrative fees and penalties in the coming year. To stay on top of things and avoid these penalties, consider setting reminders for these key dates and reviewing your financial documentation well in advance. It might also be wise to consult with a financial advisor or accountant to navigate these changes for the coming year.

- Current License Expires- **Dec. 31st**
- Renewal Season Begins- **Jan. 1st**
- Renewal Season Ends- **Feb. 15th**
- Payment Deadline- **April 1st**
- Administrative Fee will increase from \$75 to \$191
- Up to a \$657 Complex Processing Fee for amendments, multi-year applications or Final Closes.
- Failure to **RENEW** by **Feb 15th** will result in a \$500 failure to file fee.
- Failure to **PAY** by **July 1st** will result in a 10% failure to pay fee.
- Any UNPAID balances will have a monthly accrual of 1.5% interest.

