The Occupation Tax Certificate (OTC) Application Process is Changing for 2022!

The City of Berkeley Lake has begun the process of implementing *MyGov*, an online system for modernizing our document handling methods. Our goals include:

- streamlining the process,
- making the process more reliable, and
- providing for a safer exchange of information for our citizens, business owners and staff.

This change will impact the way that businesses obtain a new OTC or renew an OTC from the City of Berkeley Lake. MyGov will enable **you as a collaborator** to:

- submit the application and required documents online,
- communicate with city staff regarding any additional requirements that may be needed to complete the process,
- make credit card payments, and
- receive an OTC electronically,

all from within the MyGov system interface.

2022 Schedule for Occupation Tax Certificate (OTC) Renewal

Late December 2021 through Early January 2022	Email invitations to register as MyGov collaborators will be sent to 2020 OTC applicants.
January 1, 2022	Occupation Tax and Application Fee becomes due and payable
March 1, 2022	Deadline for Submission of Application for OTC
April 1, 2022	Deadline for Payment of Occupation Tax and Application Fee
May 1, 2022	10% Penalty Added for Unpaid Occupation Taxes and Fees
May 13, 2022	Citations will be issued for businesses operating without renewing their OTC under *Section 34-1(b) Failure to obtain an occupation tax certificate.*
June 1, 2022 and the 1st day of each month thereafter	1.5% Interest Added for Unpaid Occupation Taxes and Fees based on the balance due the last day of prior month.
June 8, 2022	Hearings for Citations to be held in Municipal Court

What do I need to do?

Become a Collaborator! The role that an applicant has within the MyGov system is the role of Collaborator. Prior to making an application for a new OTC or renewal OTC, the person responsible for making the application will need to create a MyGov online account to become a Collaborator. MyGov's

intuitive Collaborator Portal allows you to participate directly with an agency such as the City of Berkeley Lake, and is equipped with a Dashboard that automatically updates in real time, allowing you to stay up to date on the status of your OTC application.

There are two ways to become a collaborator:

1) The City of Berkeley Lake may extend an invitation to an individual with whom we would like to collaborate.
2) A person may request access to collaborate with the City of Berkeley Lake by creating a new Collaborator account.

During Early January 2022, the City of Berkeley Lake will be emailing an *Invitation to Collaborate* to the person who applied for and was granted an Occupation Tax Certificate on behalf of your business in 2021.

Use the instructions on the following pages to become a collaborator and renew an OTC.

Overview - Renewing an Occupation Tax Certificate (Business License)

The table below provides an overview of the entire process of renewing your Occupation Tax Certificate (OTC) for an additional year.

Step	Description	Section
Become a MyGov Collaborator	To renew an Occupation Tax Certificate (OTC or Business License) you must first become a Collaborator on the MyGov website.	1
Login to MyGov	Begin the OTC Renewal process by logging in to web.mygov.us as a Collaborator.	2
Locate your current OTC	To renew an OTC, you must find the current one and click the Renew button to access the application for renewal.	3
Review, print and complete Knowledge items listed at the top of the application.	Knowledge items are documents that are required, conditionally required, or recommended. • Review all Knowledge items to be sure you have used all that apply. • The SAVE Affidavit and E-Verify Affidavit must be printed, completed, and signed in the presence of a Notary before uploading. Photo ID required. • The Worksheet provides guidance and examples for calculating your FTE employees and tax, if applicable.	4
Complete renewal application and submit the request for renewal. **Complete by March 1**	• Review the data that was pre-filled from your last application to be sure that it is still correct. • Make changes to any data that is incorrect. • Upload affidavits, your photo ID and any other required documents applicable to your business. • Add NAICS code or codes to your application. • Click Request Renewal License button to submit your application.	5
Expect a response within 10 business days.	Email responses may include confirmation of receipt, request for submission of corrected or additional documents or an invoice for taxes and fees due.	
Respond to Correction Items	If requested, log into MyGov to provide additional or corrected information or documents.	6
Pay invoice for taxes and fees. **Complete by April 1**	Follow instructions in the invoice email to pay by credit card (fees apply) or mail a check to City Hall. Make checks payable to City of Berkeley Lake and mail to 4040 S. Berkeley Lake Rd, Berkeley Lake, GA 30096.	7
Receive your Occupation Tax Certificate.	You will be notified by email when your OTC is ready. Log into MyGov to print your certificate.	

Section 1 - Accepting an Invitation to Collaborate

1) An invitation email will be sent to you from an employee at the City of Berkeley Lake.
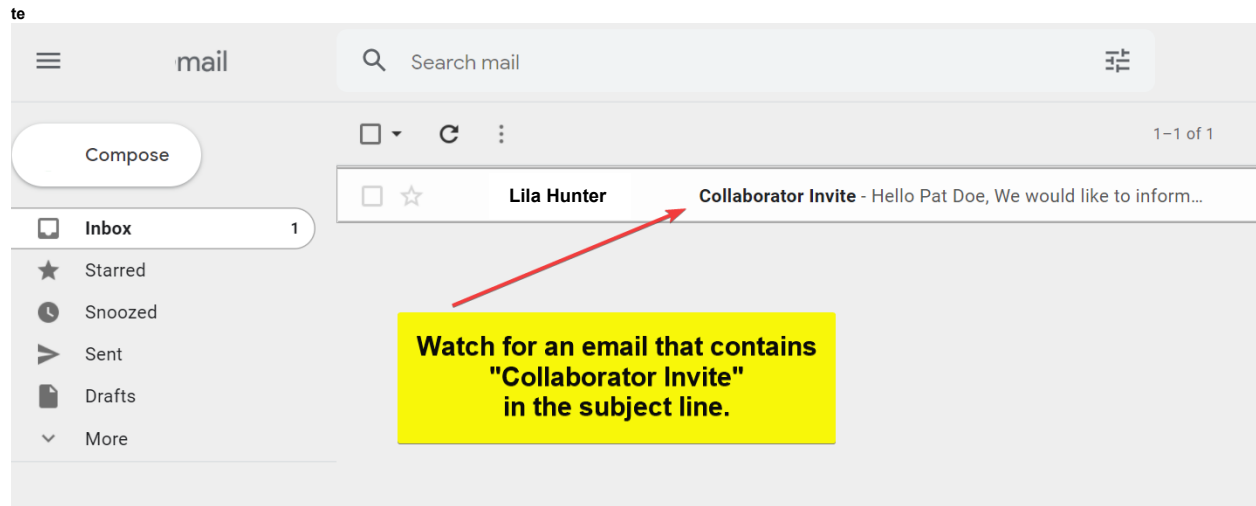
2) Click the *"Collaborator Interface"* button in the email
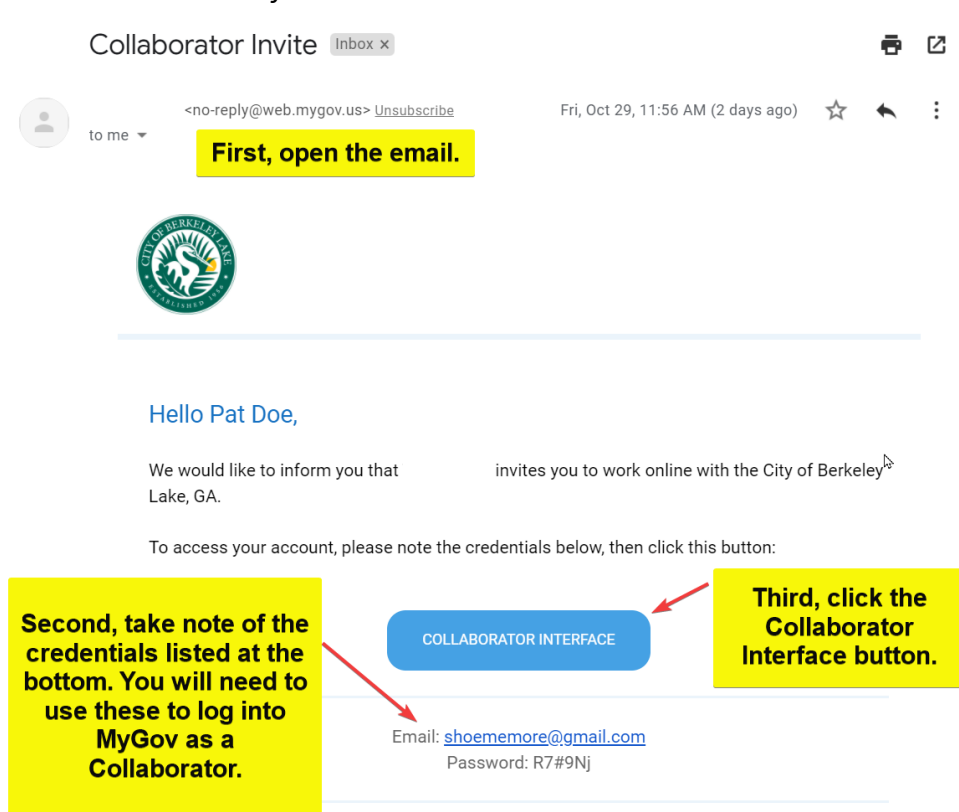
Note! If for reasons of security concerns, the link does not work or you do not wish to click on the link in the email, go to web.mygov.us in your internet browser.

3) Select "Collaborator Login".
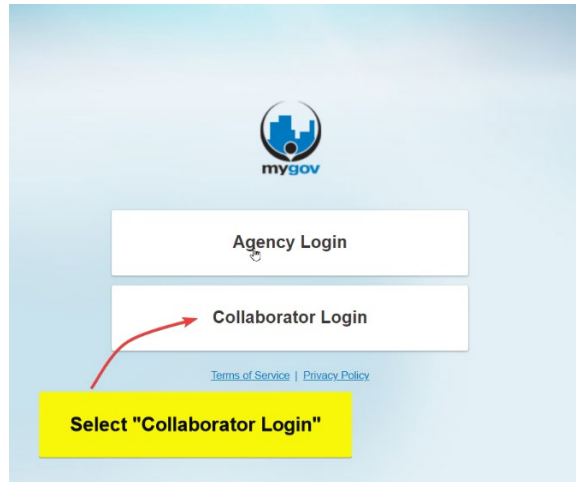
Using the email address and temporary password found in the email, log into the Collaborator Interface
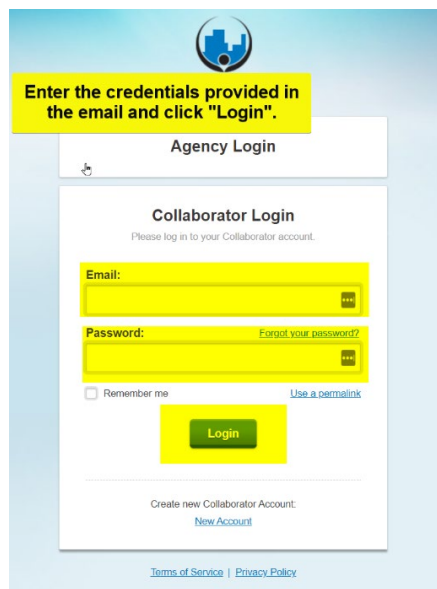
4) You will see your Dashboard and be prompted to finish your *"Contact Details"*.
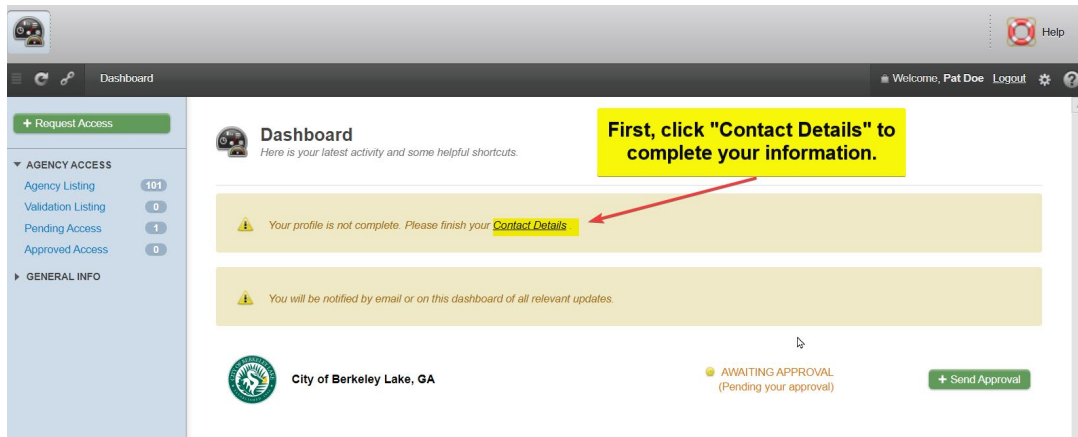
Click this link and update information as needed. Start at the top and **scroll down to see all sections** of the *"Add Contact Information"* screen.

5) Click *"Save Contact"* at the bottom of the scrolling screen when finished You will be returned to the dashboard.

6) On your Dashboard, you will see the City of Berkeley Lake, as an agency that has requested to collaborate with you. To work with the City of Berkeley Lake, select "Send Approval"
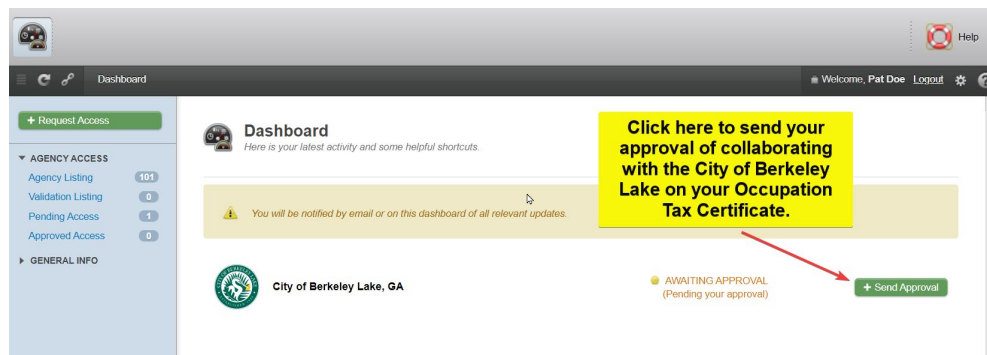
7) Click *"Yes, Accept This"*
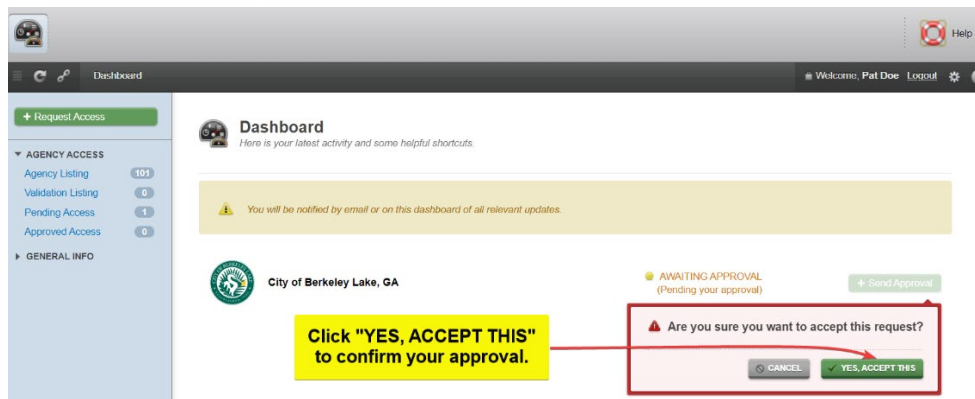
8) At the top left, next to your Main Dashboard icon, you will now see the City of Berkeley Lake appear. You may select the City of Berkeley Lake to begin working with us.
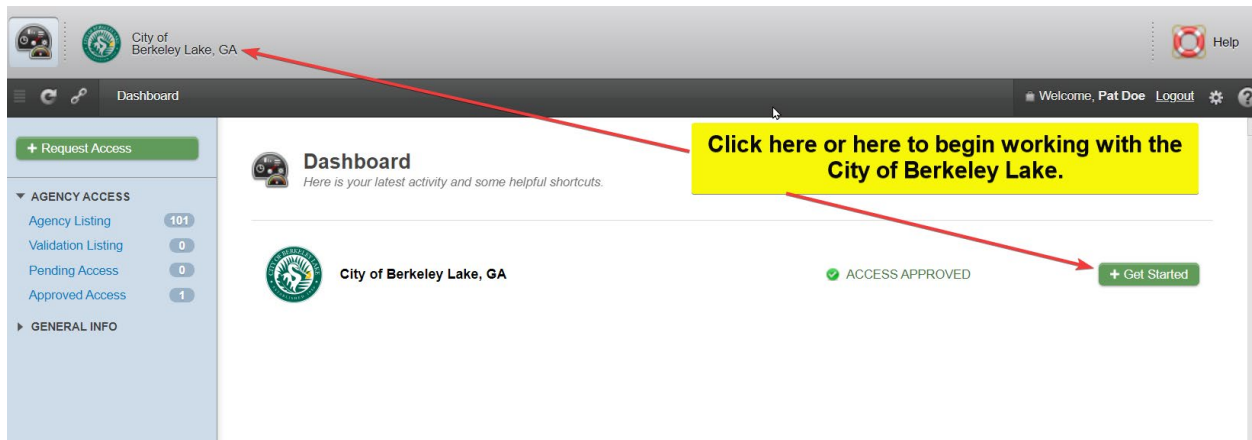
Section 2 – Logging In to MyGov

1) **If you are not already logged in**, login to MyGov at web.mygov.us. If you are already logged in, skip to step 4.

2) Select the Collaborator button to choose the role in which you are participating in the renewal process.
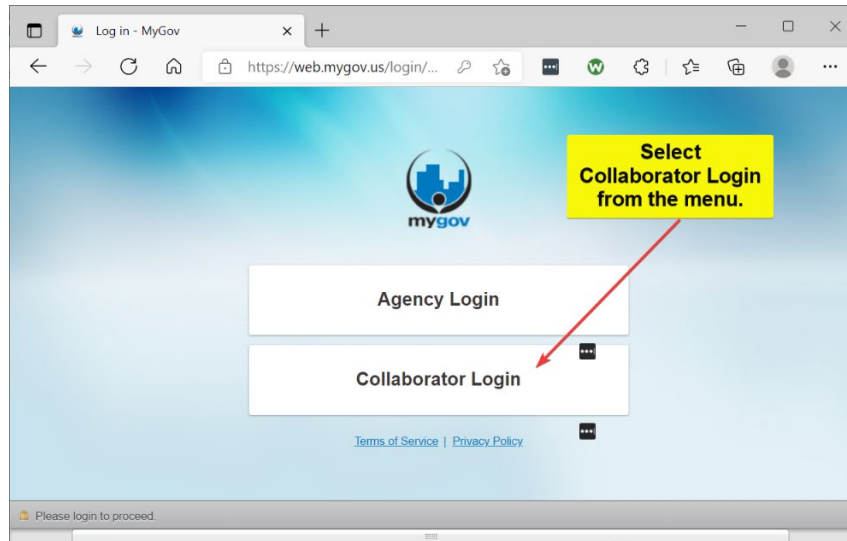
3) Enter your credentials into the login screen.
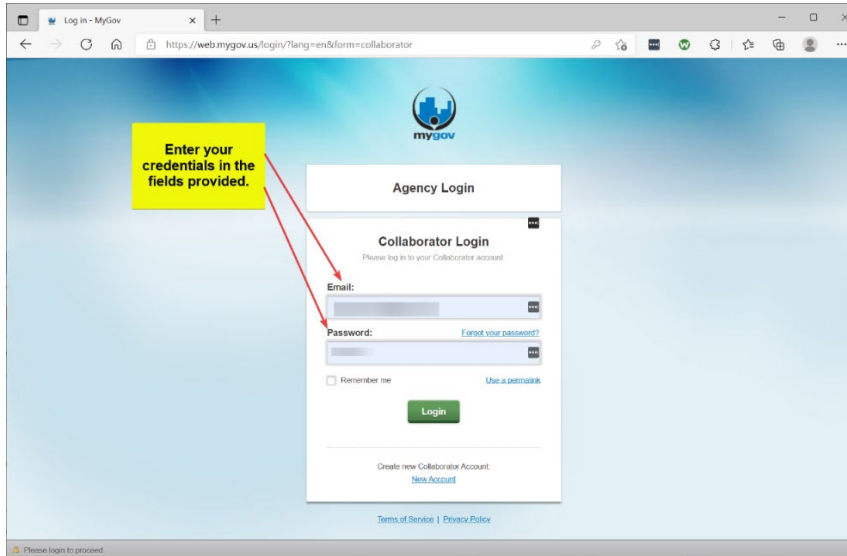
4) Select the jurisdiction with which you wish to work: **City of Berkeley Lake**.
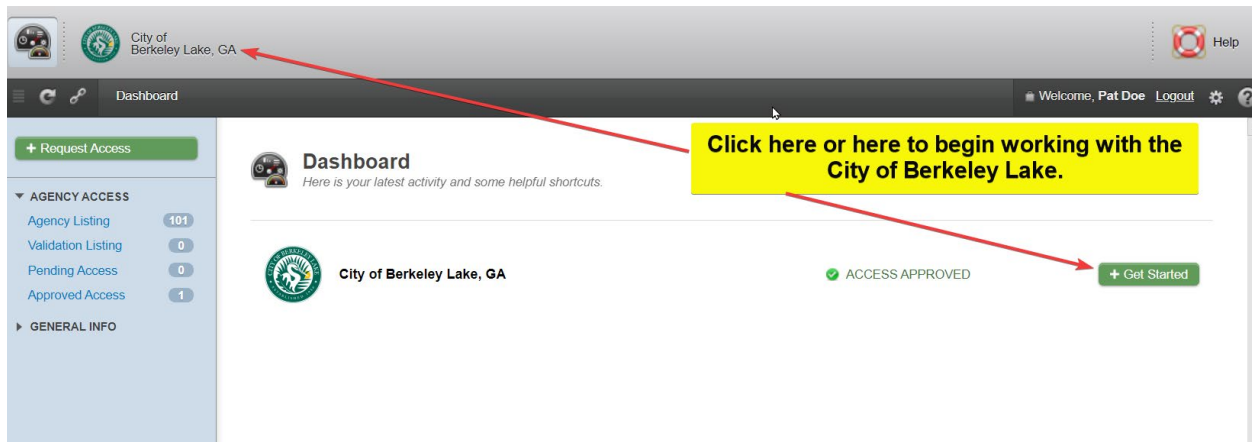
Section 3 – Find and Select Your Current Occupation Tax Certificate

1) To locate the existing Occupation Tax Certificate you wish to renew, first select **Licenses** or **My Licenses**.
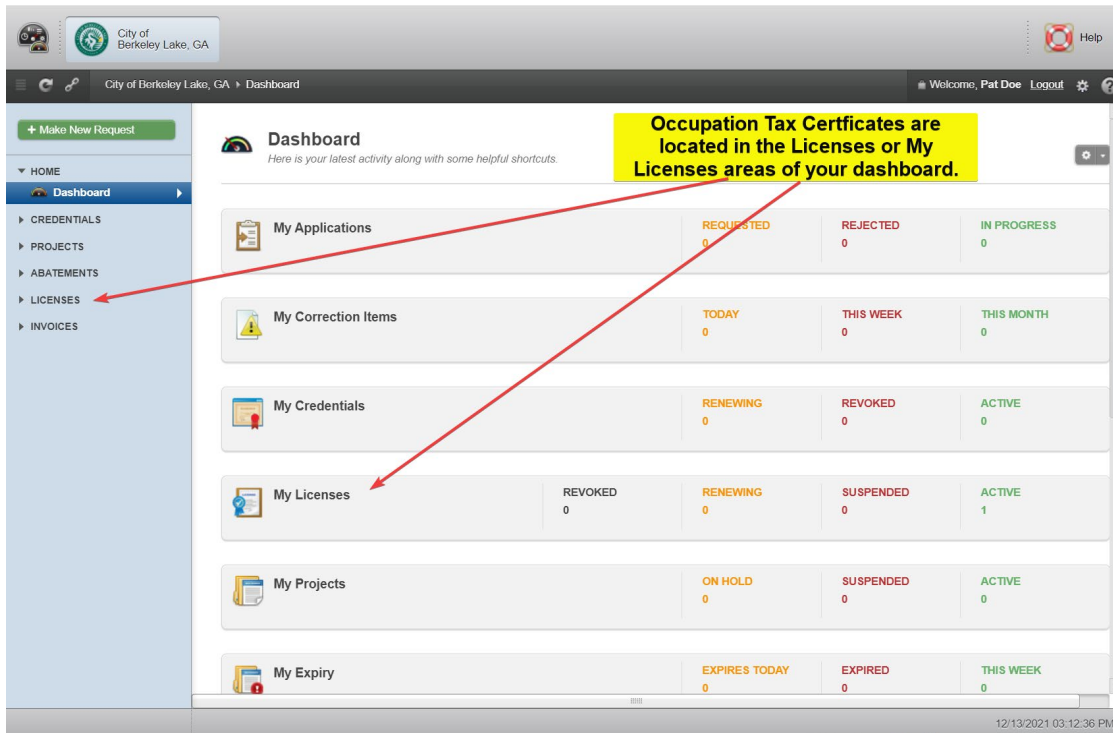
2) Use one of these methods for accessing a list of currently active or expired Occupation Tax Certificates.
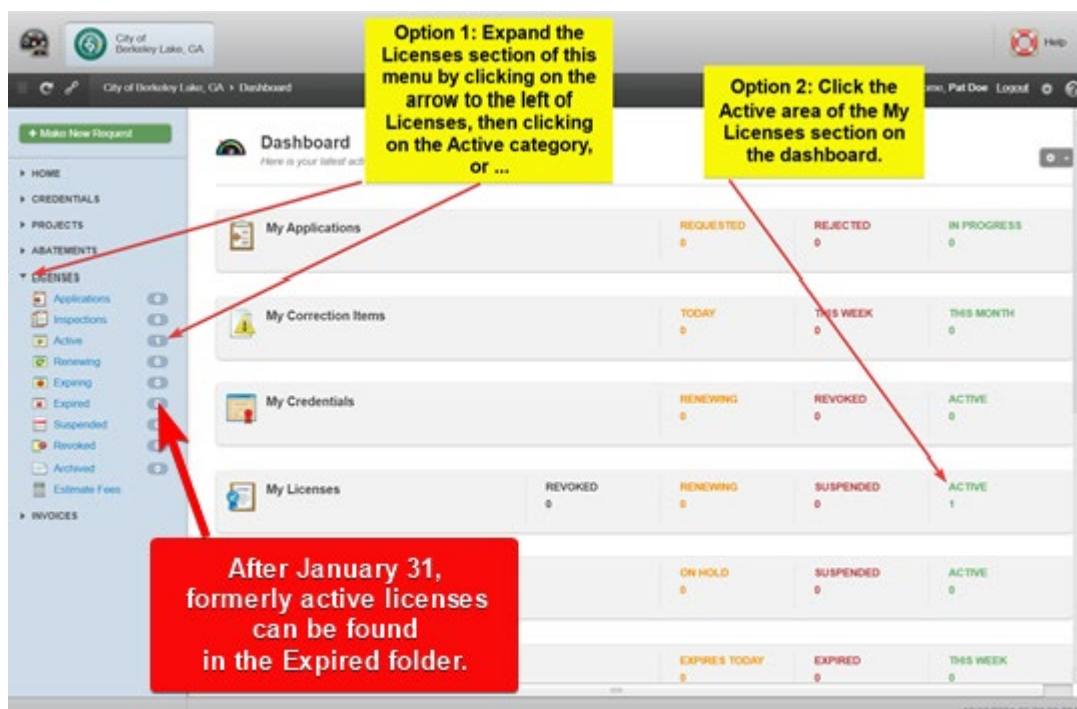
3) Select the Occupation Tax Certificate you wish to renew by clicking on the license number.
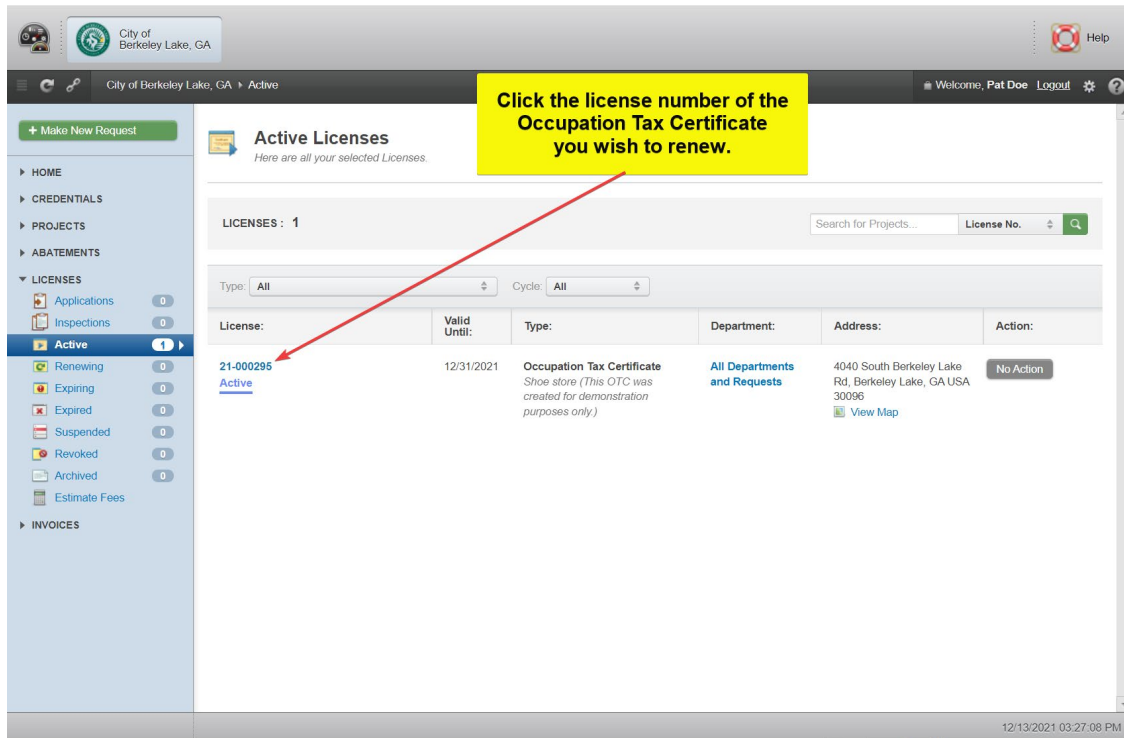
4) Locate and click the Renew button to access the application for renewal.
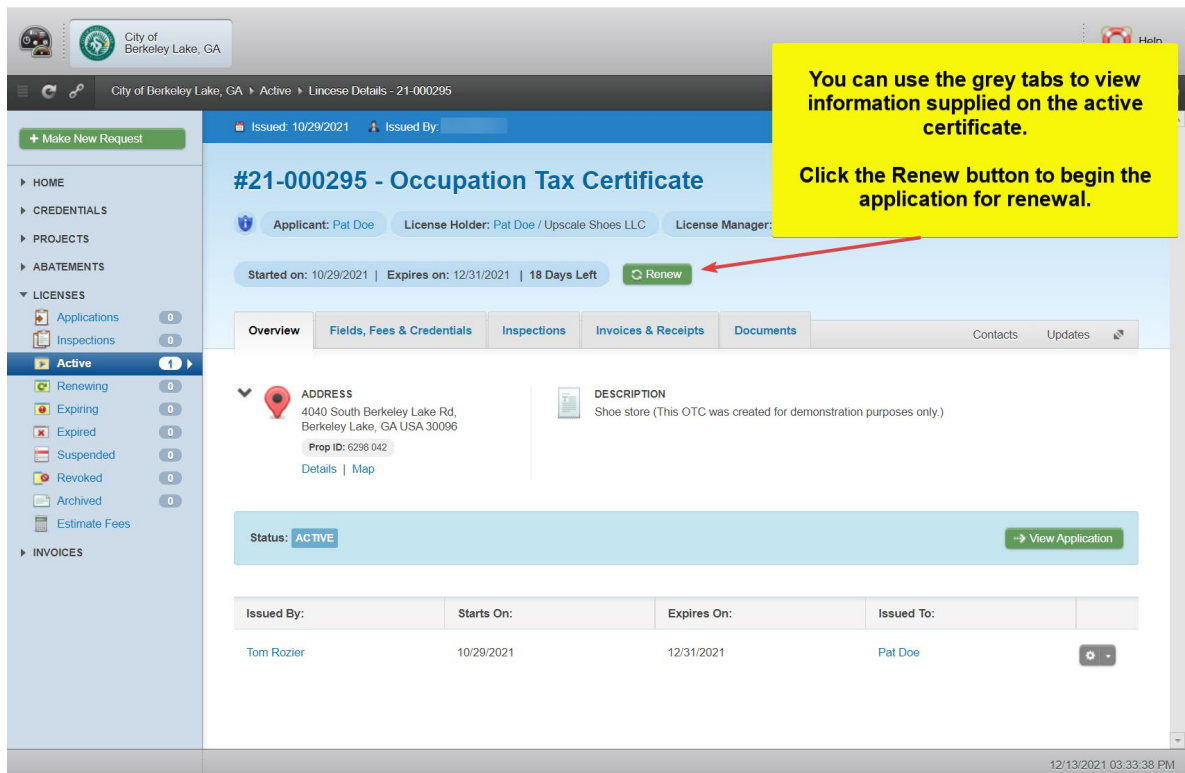
5) Select YES, RENEW IT.

Section 4 – Review, Print and Complete Knowledge Items

Note! Because there is offline activity that needs to be completed before proceeding with the renewal, this section describes the process for accessing Knowledge item documents in preparation for the actual renewal of the Occupation Tax Certificate.

1) Review Knowledge item documents to determine which documents apply to your OTC renewal application. The *SAVE Affidavit* and the *E-Verify (Private Employer) Affidavit* <u>are required</u> for every renewal application every year. Print the documents which apply to your application. It is highly recommended that you either print or view the *Worksheet – Occupation Tax Certificate Tax Calculation* document as it contains helpful information and examples of the tax calculation that will answer most questions pertaining to completion of the application form.

2) Use the Download links to download and view the content of individual Knowledge items. You may find it helpful to scroll down through the remainder of the Renewal Application form to refresh your memory as to the various fields and requirements of the application, but do not attempt to submit the application at this time. At this point, you will want to exit the Renewal Application while you complete your affidavits and prepare any other applicable documents for uploading.
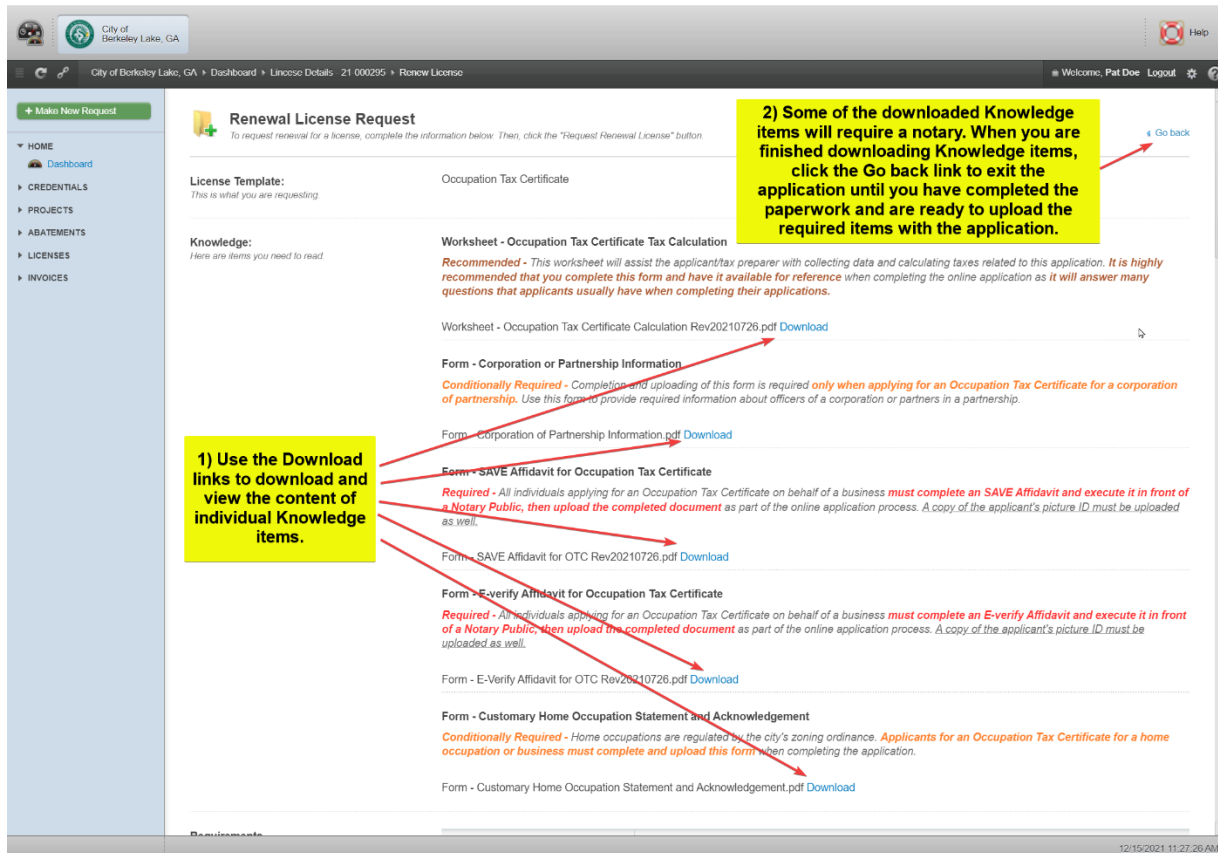
3) Click Logout in the upper right corner of your screen to exit MyGov.
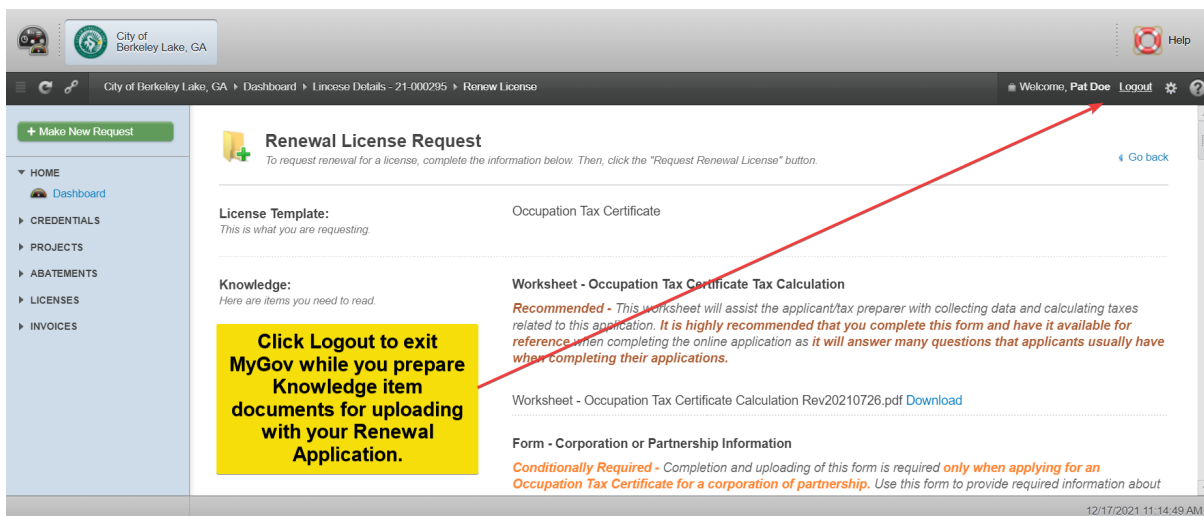
NOTE! FOLLOW THE DIRECTIONS BELOW CAREFULLY TO MAKE SURE YOU ARE PREPARED FOR SUBMITTING THE APPLICATION.

4) Prepare documents for uploading with your application by completing each document and **scanning each document into an individual file.** There will be a separate upload for each of these documents.

| Document	Conditions Under Which Document is Required
Worksheet – Occupation Tax Certificate Tax Calculation	Recommended, but not required. Use the Occupation Tax Certificate Tax Calculation worksheet to determine information which will be required when you submit your Renewal Application and to determine the tax you will be required to pay. Many questions applicants have are answered on this worksheet.
Form – Corporation or Partnership Information	If your Occupation Tax Certificate is for a business that is a corporation or a partnership, complete the Corporation or Partnership Information form to provide information about your officers or partners.
Form - Save Affidavit for Occupation Tax Certificate	**All applications require this document to be completed.** Be sure to wait until you are in front of a Notary to sign the affidavit.
Photo ID	**All applications require a copy of an appropriate Photo ID to accompany the SAVE Affidavit.** Make a copy of the **front and back** of the applicant's appropriate secure and verifiable photo ID. **To determine which photo ID is appropriate for the applicant, see Section 1 of the SAVE Affidavit form**
Form - E-Verify Affidavit for Occupation Tax Certificate	**All applications require this document to be completed.** Be sure to wait until you are in front of a Notary to sign the affidavit. This form is sometimes referred to as a Private Employer Affidavit.
Form - Customary Home Occupation Statement and Acknowledgement	If your Occupation Tax Certificate is for a business or occupation located on residentially zoned property, the applicant must complete and sign a copy of this form.
State License	If the Occupation Tax Certificate is for a business that is regulated by Title 43 of the Official Code of Georgia Annotated, you'll need to have a copy of your state license.

Section 5 – Completing and Submitting Renewal Application

1) Follow the instructions in Sections 2 and 3 to log back into MyGov and locate the Occupation Tax Certificate you wish to renew.

2) Familiarize yourself with the Renewal Application Form. Review the data that was pre-filled from your last application to be sure that it is still correct. Make changes to any data which is incorrect for the renewal period.

3) Upload the Corporation or Partnership Form if applicable.

4) Enter employee quantity information.

5) Upload required affidavits individually. Provide conditionally required E-Verify data if your business had more than 10 employees as of January 1 of the OTC year.

6) Upload your required Photo ID. See Section 1 of the SAVE Affidavit to determine acceptable forms of photo ID.

7) If your Occupation Tax Certificate is for a business or occupation located on residentially zoned property, upload that completed form.
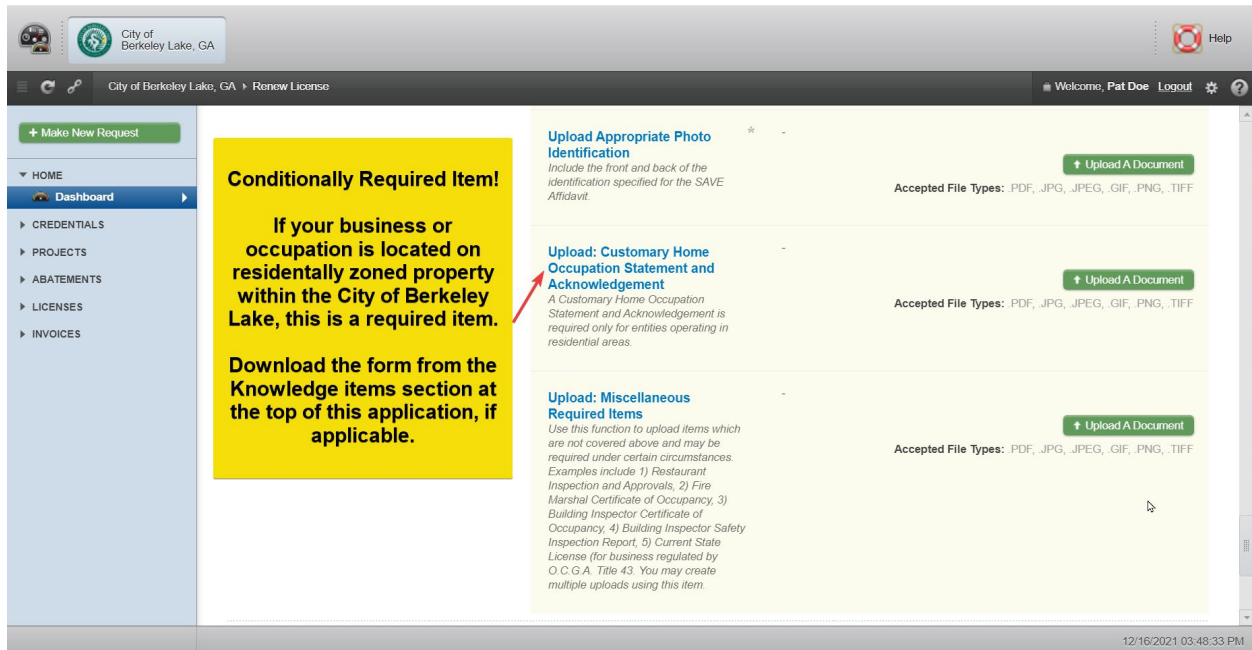
8) Upload other conditionally required documents as applicable.
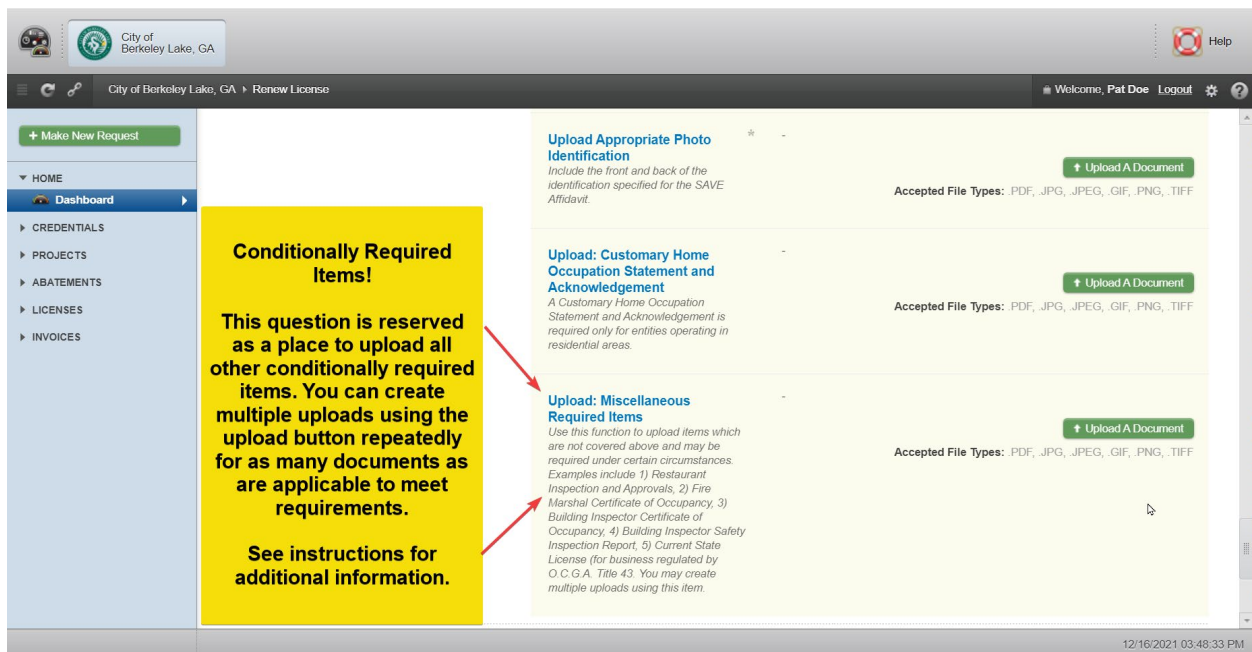
NOTE! While most businesses operate within a single NAICS code, it is possible to add more than one NAICS code if that situation applies to your business.

9) Add NAICS code or codes to your application. Follow the instructions contained in the images below to add NAICS codes to your application. Select + Edit NAICS Codes.
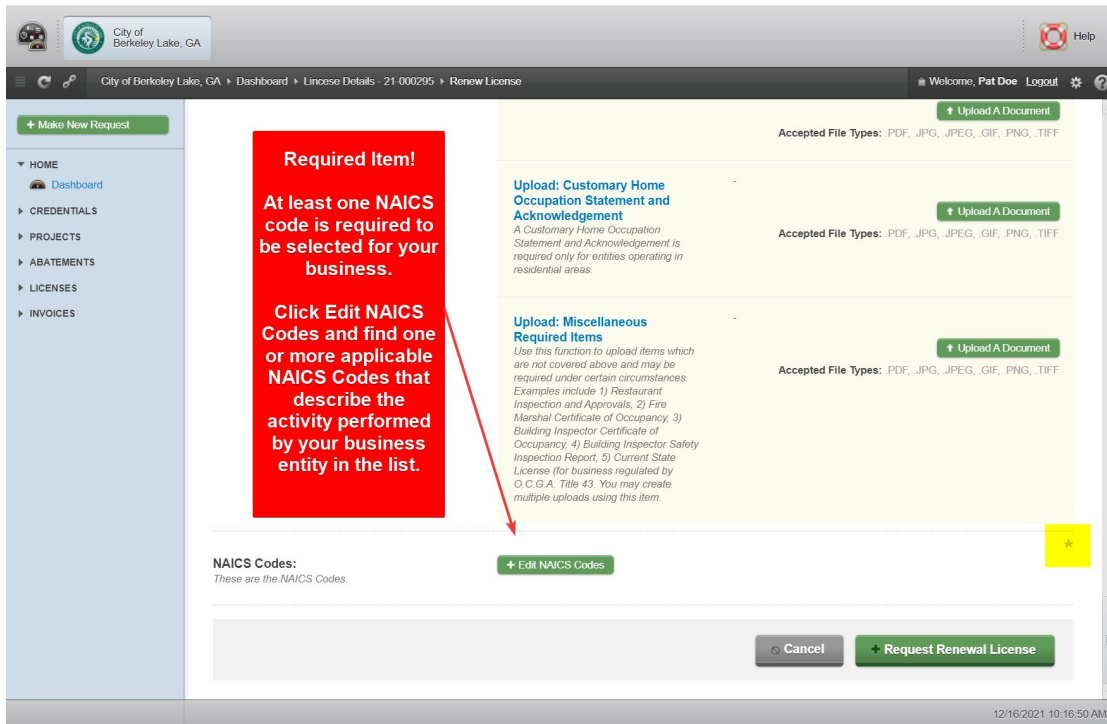
10) Use these methods to search for your NAICS Code(s).
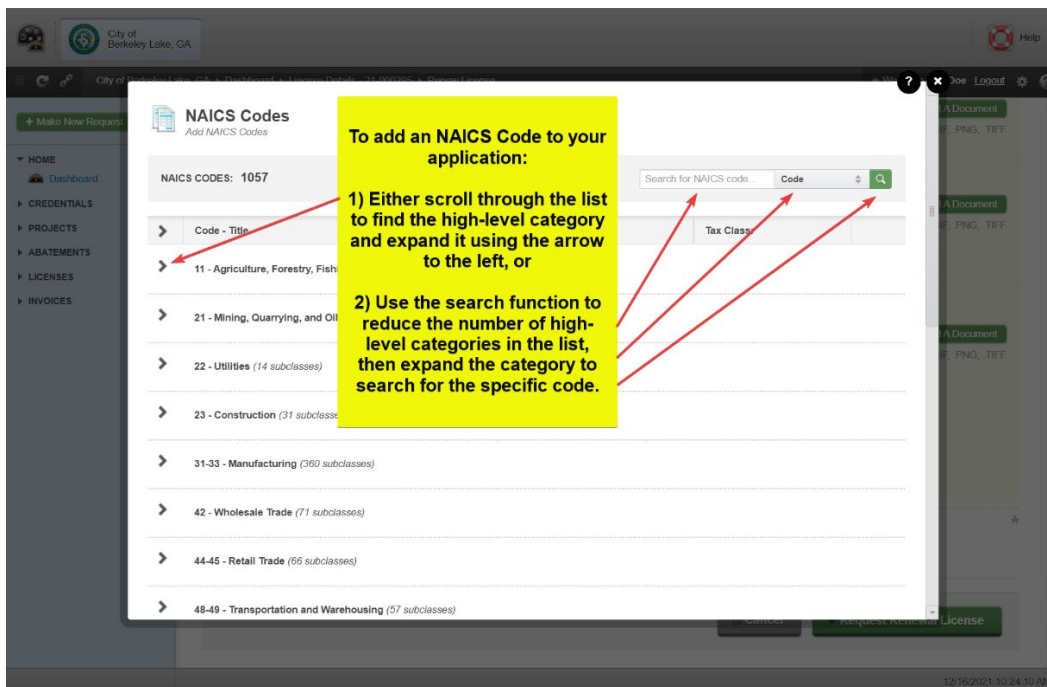
In our shoe store example, we searched the "title" field for "shoe".

1) When you find the appropriate NAICS code, click the + symbol to add that NAICS code to your application.

2) Continue performing searches and adding NAICS codes until you are finished adding all NAICS Codes that apply to your business.

When you are finished adding NAICS codes to your application, click the X in the upper right to close the search window and return to your application.

The NAICS codes you added in the search window will be displayed in a list at the bottom of your application.

If you discover that you added an NAICS code that does not apply to your business, use the gear icon beside that code to remove it.

11) This is a good time to review your application to be sure all required items are included and all data is correct. If that's the case, then click `Request Renewal License` button to submit your application.
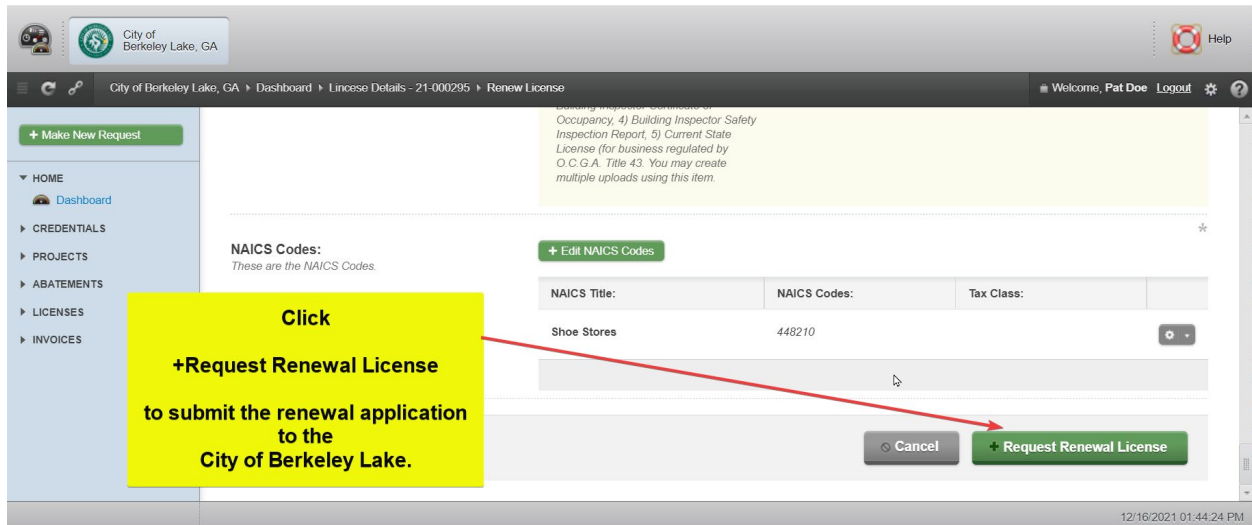
12) MyGov will let you know if any required field or upload is missing. Correct any incomplete items and resubmit.
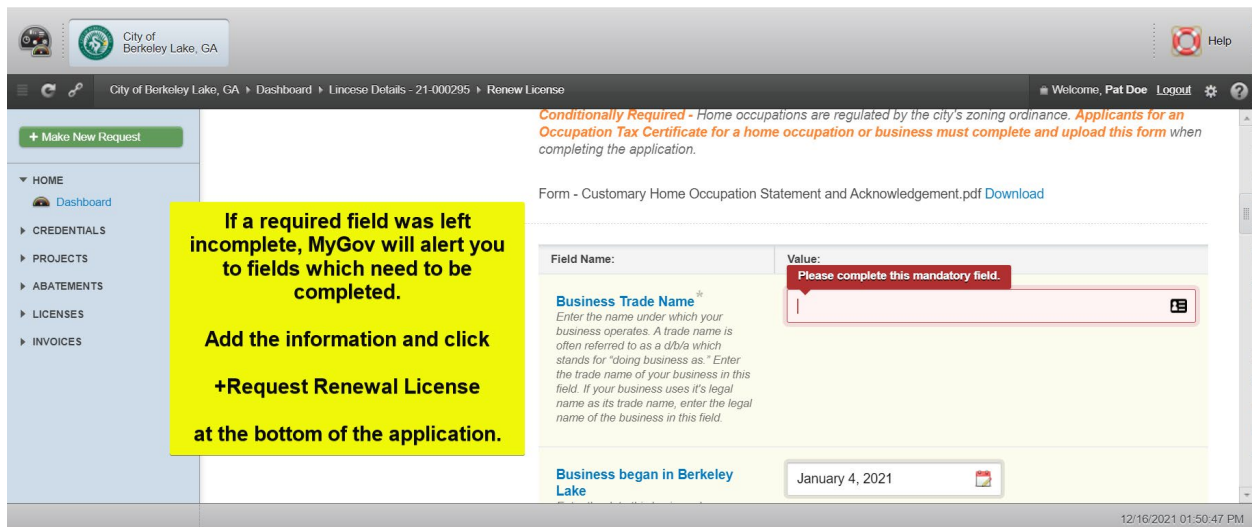
13) Monitor your email account for a response from the City of Berkeley Lake. You may receive multiple emails as your application goes through the process of review.
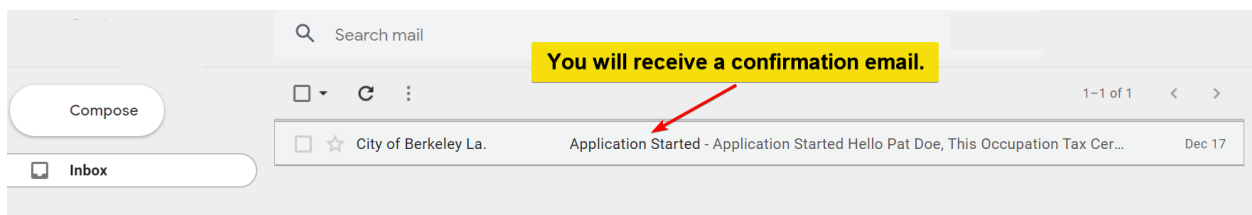
Section 6 – Addressing Correction Items or Items Required

1) Continue to monitor the email account you provided for further updates regarding the steps of processing your Renewal Application. If one or more items were missing or insufficient in the information or documents provided with the Renewal Application, you will receive email notices to that effect.
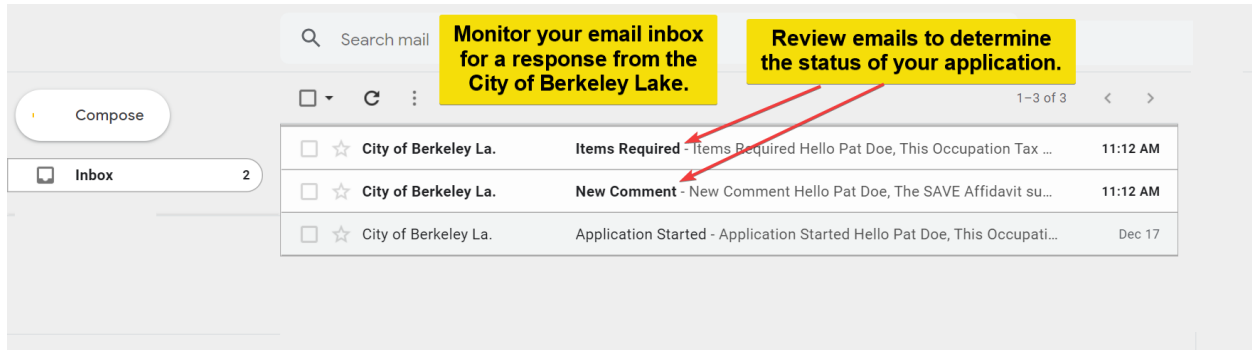
2) Be sure to review all emails as there may be comments which will assist you in understanding the specifics about what is required to satisfy a required item.

3) If you receive an email indicating *Items Required* or a *Comment*, click the View Application or View Comment link in the email.
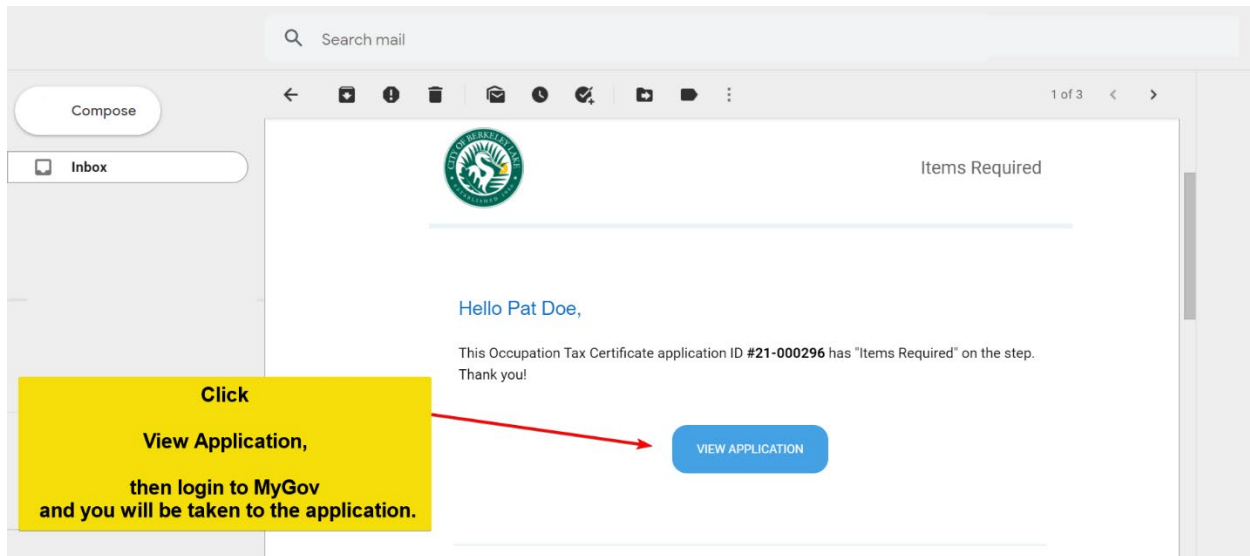
4) If you are not already logged in to MyGov, you'll need to provide your credentials. Once you do, you will land in the Project Steps area of the Application Overview. Click the red circle which represents unresolved *Required Items*.

5) Work your way through the list of *Required Items* by clicking the Comment link on the right side of each item. You'll be able to view the *Required Item*, any *Comments* made by the City of Berkeley Lake staff, add your own comments and upload required documents to resolve each *Required Item*.

6) A window will display in your browser. Note! You will need to scroll up and down in the window to be able to see all options and submit your work.

7) You will be able to view the *Required Item*, add your comment(s), select a recipient and upload file(s), then submit the form using the Comment button at the bottom of the form.

8) Repeat Steps 5 through 7 until you have resolved all remaining Required Items.
9) City staff will review your responses and evaluate them as to whether each response satisfies the associated Required Item.
10) Monitor your E-mail inbox for further communication from the City of Berkeley Lake.

Section 7 – Paying an Invoice – Taxes & Fees

1) Locate and open the invoice email from the City of Berkeley Lake.
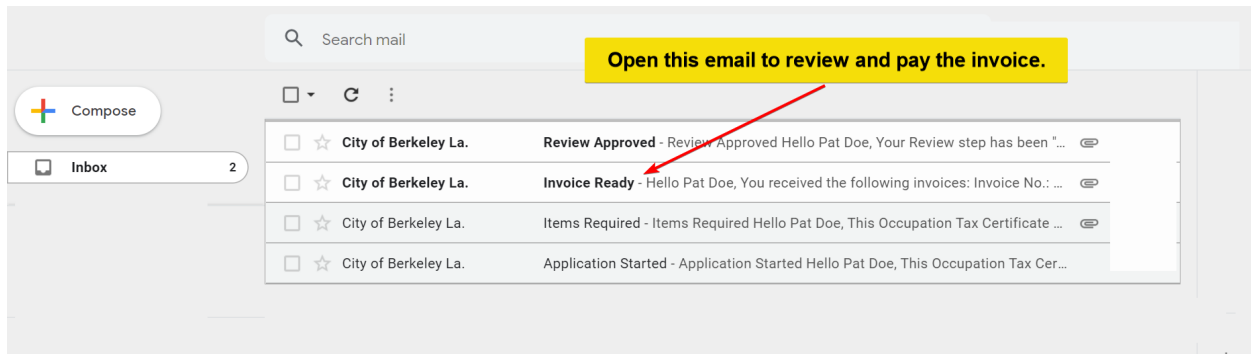
2) Click the Pay Invoice button in the email.
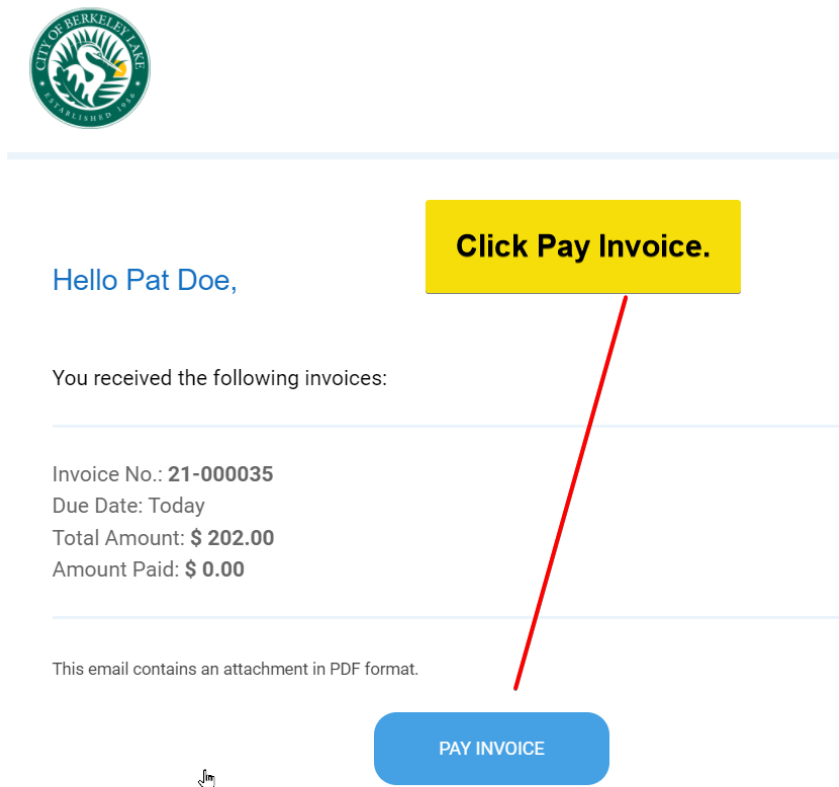
3) If you are not currently logged into MyGov, you will be asked for your credentials to log in.

4) You will land in the *All Invoices* subfolder of the *Invoices* folder.
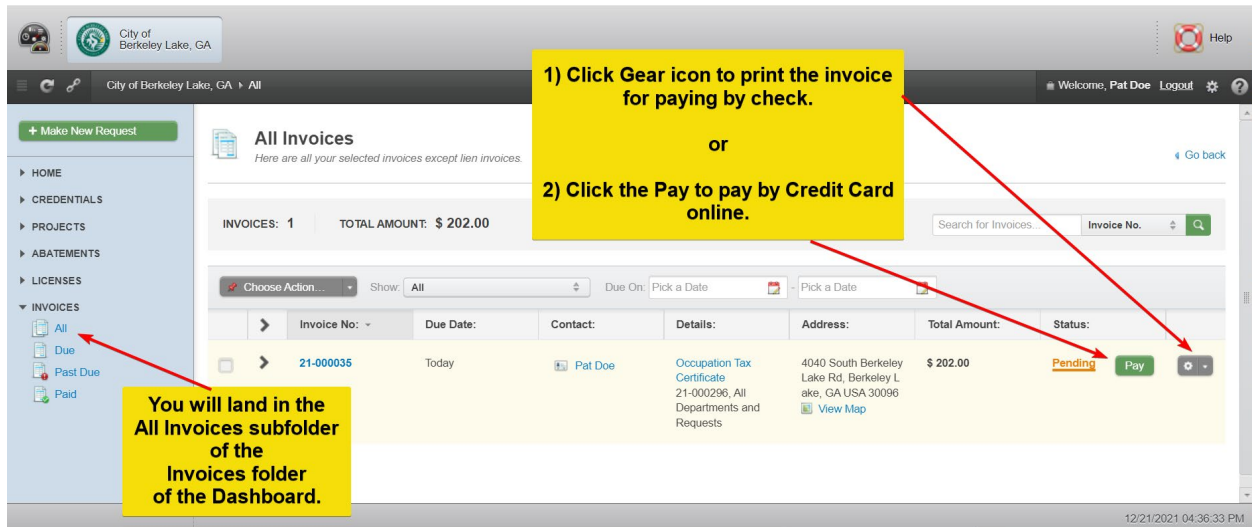
5) If paying by check, click the gear icon to the right of the invoice you wish to pay and select Print to print the invoice.

    Make the check payable to City of Berkeley Lake.

    Write your invoice number on the check.

    Mail a copy of the invoice with the check to:

    City of Berkeley Lake
    4040 S Berkeley Lake Rd NW
    Berkeley Lake, GA 30096.

6) If paying by credit card (convenience fees will be added), click the `Pay` button and complete the forms to add a credit payment method and submit your payment.
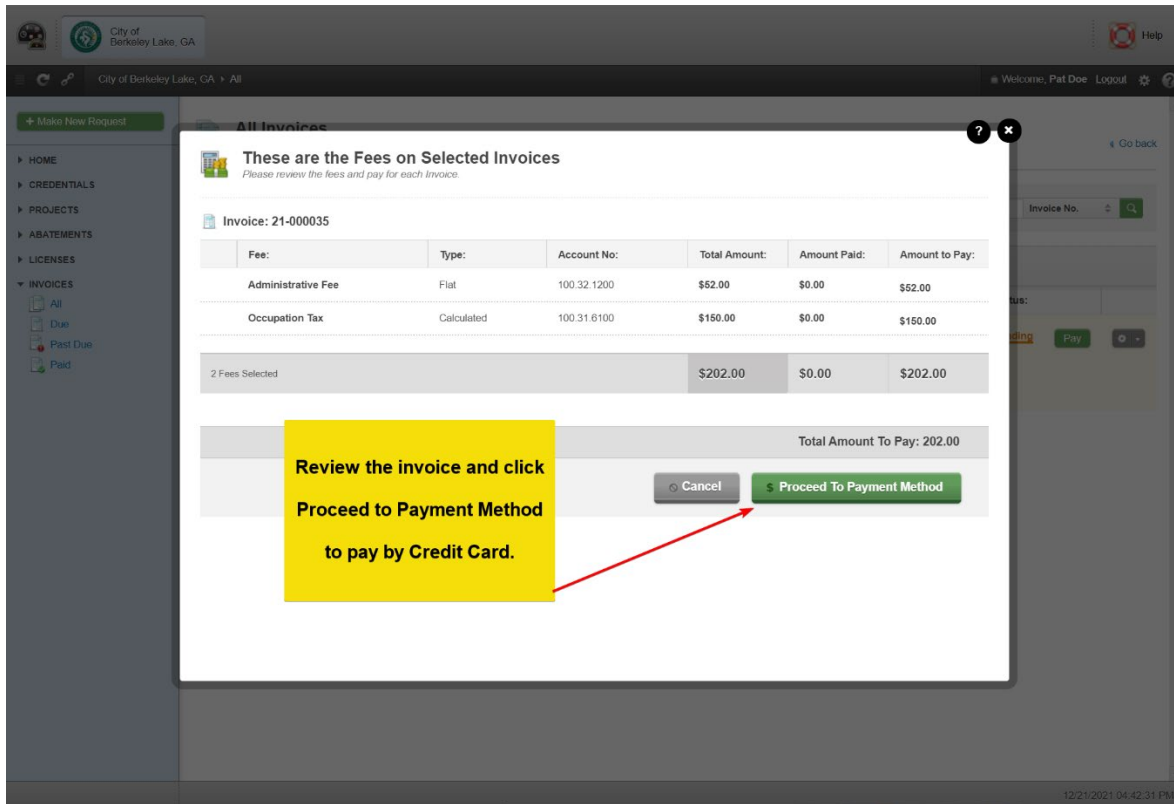
7) Review your information and scroll down to view the *Payment Information* section of the form.

8) Click *+ Add Payment Method* to add a credit card.

9) Complete all fields. Scroll down to access additional fields that must be completed.

10) Click + Add Payment Method at the bottom of the form to add your credit card as a payment method.

11) The credit card you entered will default as the selected payment type. Click Make Payment
    to complete the payment.

Business Name:

Upscale Shoes LLC

Address: **PO:**

4040 S Berkeley Lake Rd Nw   ☐

Address Cont.:   **Zip Code:**

Apartment, suite, unit, building, floor, etc.   30096-3016

City: **State:**   **Country:**

Berkeley Lake   *   Georgia   ⬍   *   United States   ⬍   *

Phone: **Email:**

4045551234   shoememore@gmail.com

🖳 PAYMENT INFORMATION

💳 CARD INFORMATION   ✓ SELECTED

Number: **** **** ****

> **The credit card you added as a payment option will automatically be selected.**
>
> **Click $ Make Payment to complete the payment.**

⊘ Cancel $ Make Payment