

**ATTENTION BUSINESSES
(PERSONAL PROPERTY) OWNERS**

This Return and reporting form is mailed in accordance with Georgia Law OCGA 48-5-299 to ascertain taxable property. All personal property owners must file a return.

The Rules and Regulations of the Department of Revenue 560-11-10 (3 (C)) declares “property owners shall use the Department of Revenue authorized reporting schedules when reporting supporting information for authorized return forms”.

The Property Owner is responsible for completing the reporting form. Please read the instructions on the reporting form and use the correct group for all taxable property. INCOMPLETE FORMS WILL BE RETURNED TO THE PROPERTY OWNER FOR COMPLETION. COMPLETED FORMS ARE DUE NO LATER THAN APRIL 1. SENDING INCOMPLETE FORMS MARKED “SAME AS LAST YEAR” OR “SEE ATTACHED” IS NOT ACCEPTABLE, SUCH FORMS WILL BE RETURNED FOR PROPER COMPLETION AND THE DUE DATE REMAINS APRIL 1.

Forms must be completely filled out. If a field does not apply to your business, please put “N/A”. COMPLETED FORMS **MUST** INCLUDE **NACIS CODE AND SALES TAX NUMBER**. ALL accounts are subject to audit. Georgia Law requires a 10% penalty for unreturned property.

RETURNS ARE DUE NO LATER THAN APRIL 1. APPLICATIONS FOR FREEPORT EXEMPTION ARE DUE NO LATER THAN APRIL 1. Only a United States Postal Service postage mark is acceptable proof of timely filing if a return is mailed. Office postage meter stamps are not proof of timely filing. We strongly recommend mailing returns and reporting forms and Freeport Applications via certified mail.

Property Appraisal Office Contact:

Personal Property Appraiser
Vivian White
100 Ridley Ave, Ste 2100
LaGrange, GA 30240
706-883-1625
vwhite@troupco.org

You can find valid address and map and parcel ID number information at:

<http://property.troupcountyga.org>

PLEASE SEE OTHER SIDE FOR IMPORTANT CONTACT INFORMATION

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ALL businesses must include their **NACIS CODE** (Page 1, and Page 2 line 15) AND **SALES TAX NUMBER** (page 2, line 5) for forms to be considered completed. Incomplete forms may be subject to penalties.

If you do not have a State Sales Tax Certification number, please contact the Georgia Department of Revenue to determine if your business is required to have one, or to apply:

Georgia Sales Tax Contact

Ronald Johnson, Jr., Manager II
1800 Century Blvd, Room 7100
Atlanta, GA 30345
Phone 1-877-GADOR11 (1-877-423-6711)

Taxpayer.services@dor.ga.gov

<https://etax.dor.ga.gov/salestax/index.aspx>

Regional Sales Tax Contact

Columbus Regional Office
1501 13th Street, Suite A
Columbus, GA 31901
706-649-7451

Taxpayer.services@dor.ga.gov

If you do not have a local Occupation (business) License, please contact the appropriate local office to apply:

Unincorporated County

Troup County Permits & Licenses
100 Ridley Ave, Ste 1300
LaGrange, GA 30240
706-883-1625
hedmondson@troupcountyga.org
www.troupcountyga.org/building.html

City of LaGrange

Permits & Business License Dept
200 Ridley Ave
LaGrange, GA 30240
706-883-2054
creeves@lagrange-ga.org

City of West Point

City Clerk
730 1st Avenue
West Point, GA 31833
706-645-3506
rmccoy@cityofwestpointga.com

City of Hogansville

City Hall
400 East Main Street
Hogansville, Ga. 30230
706-637-8629
brenda413@bellsouth.net
www.cityofhogansville.org/services/permits

You can find important and helpful information about operating a business in Troup County by downloading *Doing Business in Troup County* at:

<http://troupcountyga.org/media/DoingBusinessinTroupGA.pdf>