



To All Business License Holders:

March 14, 2013

THERE IS A NEW STATE LAW THAT AFFECTS YOUR BUSINESS!

In order to renew your City Occupational Tax Certificate (Business License), the State of Georgia has added a requirement for **ALL** Businesses that have 11 or more employees. Effective July 1, 2013, all businesses with 11 or more employees **ARE REQUIRED** to enroll in the Federal E-Verify Program. In order to renew your business license, you must prove to the City that you have joined the E-Verify Program. (This is a State of Georgia requirement!)

WHAT IS E-VERIFY? E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The U.S. Department of Homeland Security is working to stop unauthorized employment.

WHAT IS AN I-9? Federal Laws currently REQUIRE that EVERY EMPLOYER, regardless of the number of employees you have, must have new employees fill out an I-9 Form when they are hired. You should be doing this now! If you are not, you could be subject to fines if your business is ever audited. A copy of the I-9 Form is located on the City's website at www.acworth.org (click on the E-Verify link)

In order to help our businesses with this new State Requirement, the City is trying to get the word out now. We want to help our businesses understand what the State is requiring and how to become compliant.

To sign up for the E-Verify System, go to www.uscis.gov, the website for US Citizenship & Immigration. On the right side of the page (about half way down) you will see the heading "VERIFICATION." Click "E-Verify Home Page." Once you are on the E-Verify Home Page follow the steps on the right where it says, "Start Here." Once you have completed all the steps, (which takes about 20 minutes) you will receive an E-Verify Company ID Number to indicate your Federal Work Authorization User Identification Number.

When you renew your City Occupational Tax Certificate (Business License) in June, you will also sign and file with the City a form called a Private Employer Affidavit. On this affidavit, you must give the City your E-Verify Number. **PLEASE NOTE:** Without the Affidavit & Your Federal E-Verify Work Authorization User Identification Number, the City will be PROHIBITED from renewing your Business License. A copy of the Private Employer Affidavit will be mailed with your Business License Renewal Notice and is available for review on the City's website at www.acworth.org (click on the E-Verify link)

WHAT IF MY BUSINESS HAS TEN (10) EMPLOYEES OR LESS?

Again, all businesses, regardless of size, are required to have employees fill out I-9 forms. To get your business license, you do not have to sign up for E-Verify. All a business with ten (10) or fewer employees needs to do is complete the section on the Private Employer Affidavit stating they have less than ten (10) employees and file it with your Business License renewal notice.

Information for E-Verify is available on the City's website at www.acworth.org (click on the E-Verify link). We urge all businesses to enroll in the E-Verify system now and not wait until June when there is no time to become compliant. If you have questions please call our office at 770-917-8903.

City of Acworth
Business License Division