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Ellen Mills  
Director

To: Financial Institutions  
From: Ellen Mills, Director  
Subject: RETURN OF BUSINESS LICENSE TAX

Enclosed please find Form PT-440, Return of Business License Tax. Although the State of Georgia provides the PT-440 "Return of Business License Tax" form, the responsibility for receiving and processing these returns belongs to the local governing authorities. Therefore, please direct all inquiries to the city and /or county officials that handle the business license taxation in your jurisdiction.

## RETURN OF FINANCIAL INSTITUTIONS BUSINESS LICENSE TAXES

**CALENDAR YEAR ENDED DECEMBER 31, 20\_\_\_\_\_**

FEDERAL E. I. NUMBER	EXACT CORPORATE NAME	DO NOT USE THIS SPACE
<b>Attach a copy of the          Form 900</b> <i>Filed with Georgia          Income Tax Division</i>	Street or P.O. Box	
	CITY <span style="margin-left: 100px;">STATE</span> <span style="margin-left: 50px;">ZIP CODE</span>	

**Operating as:** { } Bank      { } Savings and Loan      { } Banking Corporation      { } Bank Holding Company

**DECLARATION:** I / WE declare under the penalties of perjury that I / WE have examined this return (including accompanying schedules and statements) and to the best of our knowledge and belief it is true, correct, and complete. If prepared by a person other than taxpayer, his declaration is based on all information of which he has any knowledge.

(Signature of Officer)	(Signature of Individual or Firm preparing the return)	
(Title)	(Date)	(Identification or Social Security Number)

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This return is made in accordance with O.C.G.A. 48-6-93, which authorizes municipalities and counties to levy and collect a local business license tax based upon the gross receipts, as defined, of financial institutions.

**IMPORTANT:**

A COPY OF THIS RETURN MUST BE FILED IN EACH COUNTY AND/OR MUNICIPALITY WHERE BUSINESS IS LOCATED.

**DIRECT ALL INQUIRIES TO THE CITY AND/OR COUNTY OFFICIALS  
 THAT HANDLE THE FINANCIAL INSTITUTIONS BUSINESS LICENSE TAXATION  
 IN YOUR JURISDICTION**

**COMPUTATION OF ADJUSTED GROSS RECEIPTS ALLOCATION FOR BUSINESS LICENSE TAXES**

SCHEDULE 1 – INSTITUTIONS HAVING <b>MORE THAN 5</b> FULL SERVICE OFFICES										
A					B					
Adjusted Gross Receipts From Form 900, Line 8, Schedule 1 \$ _____					Number of Full Service Offices <b>Excluding Principal Georgia Office</b>					
C	(Col. 1) Name of Municipality or County	(Col. 2)* No. Of Offices <b>Excluding</b> Principal Georgia Office	(Col. 3) No. In Col. (2) divided by Line B Schedule 1	(Col. 4) No. In Col. (3) times .8	(Col. 5) Main Office Allocation	(Col. 6) Column (4) plus Column (5)	(Col. 7) Column (6) times Line A Schedule 1	CALCULATE IF KNOWN		
								Rate	Tax	Minimum
	Parent County				20%					
	Parent Municipality				20%					
TOTAL										

SCHEDULE 2 – INSTITUTIONS HAVING <b>FEWER THAN 5</b> FULL SERVICE OFFICES <b>IN ADDITION</b> TO THE PRINCIPAL GEORGIA OFFICE										
A					B					
Adjusted Gross Receipts From Form 900, Line 8, Schedule 1 \$ _____					Number of Full Service Offices <b>Including Principal Georgia Office</b>					
C	(Col. 1) Name of Municipality or County	(Col. 2)* No. Of Offices <b>Including</b> Principal Georgia Office	(Col. 3) No. In Col. (2) divided by Line B Schedule 2	(Col. 4)	(Col. 5)	(Col. 6)	(Col. 7) Column (3) times Line A Schedule 2	CALCULATE IF KNOWN		
								Rate	Tax	Minimum
TOTAL										

ATTACH CONTINUATION SHEETS FOR LINES AS NEEDED (Complete heading on reverse side)

\* For the purpose of levying the Financial Institutions Business License Tax, the jurisdiction of the county is the entire geographical area of the county including areas within municipalities. Therefore, the tax levied by the county is calculated on the gross receipts attributable to each location within the entire geographic area of the county. Municipalities levy the tax on those locations within their respective areas as well.

# FINANCIAL INSTITUTIONS BUSINESS LICENSE TAXES

## GENERAL INSTRUCTIONS - FORM PT-440

### FILING REQUIREMENTS

All financial institutions located in the State of Georgia are required to file a Form PT-440 in all jurisdictions that impose the business license tax if that institution has a full service office located within that jurisdiction. The filing deadline is March 1<sup>st</sup> of each year. Returns should be mailed to the local (city and/or county) official(s) responsible for receiving and processing those returns.

### TAX RATE(S)

State law (O.C.G.A. 48-6-95) provides that each county and municipality may impose a rate of not more than 0.25 percent of Georgia gross receipts. Each county and municipality may impose a minimum tax, which may not exceed \$1000.00.

### ALLOCATION OF GROSS RECEIPTS

The tax is based upon the gross receipts of the financial institution or a portion of the gross receipts if the financial institution has more than one full service office. The law provides for the allocation of gross receipts among branches and the parent bank, depending on whether the financial institution has fewer than five branches in addition to the principal Georgia office OR more than five branches.

(1) Where there are fewer than five (5) offices, *in addition to the principal Georgia office*, the total gross receipts are allocated in equal shares to each location.

(refer Schedule 2)

(2) Where there are more than five (5) offices, the total gross receipts allocated to each location shall be computed by first allocating 20% of the total to the parent bank and then allocating the remaining 80% in equal shares to the other offices.

(refer Schedule 1)

### RELATION TO GA OCCUPATION TAX RETURN FORM 900

The Form PT-440 is used in conjunction with the State Occupation Tax Return - FORM 900.

The amount of adjusted gross receipts shown on Line 7, Schedule 1, Form 900 should be entered on Line A, Schedule 1 of Form PT-440 OR Line A, Schedule 2 of Form PT-440, depending upon the number of branches the institution has. Copies of the Form PT-440 must be attached to the State Occupation Tax Return - Form 900.

### COMPUTATION OF THE BUSINESS LICENSE TAXES

**FORM PT-440 ---SCHEDULE 1** (for institutions having more than 5 full service offices)

On Line A, enter the adjusted gross receipts as reported on Form 900, Line 7, Schedule 1.

On Line B, enter the total number of full service offices of the institution. **DO NOT INCLUDE THE PRINCIPAL GEORGIA OFFICE.**

On Line C, in Column 1, list all county and municipal locations for the institution. For a county return, list every location in the unincorporated area and within each municipality. For a municipal return, list every location within that city.

On Line C, in column 2, enter the number of full service offices (excluding the principal Georgia office) for each county and each municipality listed separately in column 1.

On Line C, in column 3, enter the three decimal ratio you generate, when you divide the figures in column 2 by the figure appearing on Line B.

On Line C, in column 4, enter 80% of the three decimal ratio you entered in column 3.

On Line C, in column 5, you should *NOT* make any entry. That column is designed to tax the 20% of gross receipts allocated to the principal Georgia office.

On Line C, in column 6, enter the allocation or distribution ratio you generate when you add the ratio appearing in column 4 to the ratio appearing in column 5.

On Line C, in column 7, enter the taxable gross receipts for each county and each municipality. To obtain those amounts, multiply the ratio in column 6 *times* the figure appearing on Line A.

### COMPUTATION OF THE BUSINESS LICENSE TAXES FORM

**PT-440---SCHEDULE 2** (for institutions having 5 or fewer full service offices-in addition to the principal Georgia office)

On Line A, enter the adjusted gross receipts as reported on Form 900, Line 7, Schedule 1.

On Line B, enter the total number of full service offices of the institution. **BE SURE TO INCLUDE THE PRINCIPAL GEORGIA OFFICE.**

On Line C, in column 1, list all county and municipal locations for the institution. For a county return, list every location in the unincorporated area and within each municipality. For a municipal return, list every location within that city.

On Line C, in column 2, list the number of full service offices for each county and each municipality listed in column 1. Include the principal Georgia office.

On Line C, in column 3, enter the three decimal ratio you generate, when you divide the figures in column 2 by the figure appearing on Line B.

On Line C, in columns 4, 5 and 6, you should *NOT* make any entry.

On Line C, in column 7, enter the taxable gross receipts for each county and each municipality. To obtain those amounts, multiply the ratio in column 3 *times* the figure appearing on Line A.

**Definition of an "office"---**means a place of business of a depository financial institution, which accepts deposits. Does not include unmanned ATM's, point-of-sale terminals, or any unmanned electronic facility at which deposits may be accepted. 48-6-93 (d) (2)