COMMON FAQs:

**How do I know if I need a Georgia Sales & Use Tax number? Where and how do I obtain a Georgia Sales & Use Tax number?**
Businesses are required to collect sales taxes on the retail sale of merchandise, the rental of certain items and for certain services. Contact the Georgia Department of Revenue at (404) 417-4490 for information and to obtain your sales tax number: http://www.dor.ga.gov.

**Where can I obtain an Employee Identification Number (EIN) or Tax I.D. Number?**
The Employee Identification Number (EIN) or Tax I.D. Number is issued by the Internal Revenue Service. Please contact the Business and Specialty Tax Line at (800) 829-4933. If you do not operate your business under an EIN or Tax I.D. Number, then you must provide the responsible person's Social Security Number.

**What is a NAICS Code and where do I obtain one?**
NAICS stands for North American Industry Classification System and is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. You will obtain a NAICS Code from the U.S. Census Bureau: http://www.census.gov/eos/www/naics. You may already have a NAICS code assigned to your business which you can find on previous tax returns or you may contact your accountant.

E-VERIFY FAQs:

**What is E-Verify?**
U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce. http://www.uscis.gov/portal/site/uscis

**Who should sign the E-Verify Affidavit?**
The applicant that signed the application for the public benefit must be the individual signing the E-Verify Affidavit and must submit their current valid ID. Applicants should be authorized to sign on behalf of the company.

**Do applicants need to sign the E-Verify Affidavit every time a benefit is requested or renewed?** Yes. A company/organization must submit an E-Verify Affidavit annually to the City of Hiram.

**Can I email or fax a copy of the E-Verify Affidavit?**
Yes. The E-Verify Affidavit can be mailed, emailed or faxed. It must be completed in its entirety.

**What if the applicant who has applied for a public benefit refuses to sign the E-Verify Affidavit?** If the applicant refuses to sign the E-Verify Affidavit the city will not provide the public benefit. The city is required to submit an annual compliance report to the Department of Audits and Accounts for all contracts entered into for the 'physical performance of services'. Beginning January 1, 2012 the same provisions will apply to the issuance of occupational tax certificates and other licenses/permits.

**Where do I find information regarding E-Verify and the O.C.G.A. § 36-60-6 law online?**
Please visit this website http://www.lexisnexis.com/hottopics/gacode/Default.asp for detailed information