



## About the City of Forest Park

Located roughly 10 miles south of Atlanta, the City of Forest Park was incorporated in 1908 and is home to a population of nearly 20,000 residents in Clayton County, Georgia, as well as many flourishing small, medium and large businesses. The city is roughly five miles from the Hartsfield-Jackson Atlanta International Airport, with easy access to I-75, I-285 and I-675.

Major industries in the local area include construction, transportation, trade and logistics, healthcare and support services. The city is also a short drive from several major attractions, including the Gillem Logistics Center, Georgia State Farmer's Market, Atlanta Motor Speedway and Clayton State University. For more information, visit [www.forestparkga.gov/building](http://www.forestparkga.gov/building).

## CITY OF FOREST PARK

### Finance Department

745 Forest Parkway  
Forest Park, GA 30297

**(404) 366-4720**

*(press option 5 on the main menu)*

[www.forestparkga.gov/finance](http://www.forestparkga.gov/finance)

**For billing, email:**

[accountspayable@forestparkga.gov](mailto:accountspayable@forestparkga.gov)



CITY OF  
**FORESTPARK**

## Finance Department

**INFORMATION GUIDE**



CITY OF  
**FORESTPARK**  
*- city for every season*

## Mission Statement

The mission of the City of Forest Park's Finance Department is to administer the financial affairs of the city in a responsible and fiduciary manner and provide a customer-oriented support service to citizens, municipal departments, agencies and those doing business in the city.

## Responsibilities

The Finance Department is responsible for billing and collection of revenue from property taxes, business licenses, sanitation services, miscellaneous other permits, and citations issued by the Police Department. Each year, the department collects revenues totaling approximately \$23,000,000.

The department is also responsible for the weekly payroll of more than 270 city employees. An annual city budget is prepared, with oversight by the City Manager. A monthly budget report is provided to all departments as a tool for monitoring expenditures. Finance also coordinates the annual audit. is also administers the city's Deferred Compensation Plan.



## Business Renewals

Occupational Tax Certificates are issued on a calendar year basis and must be renewed each year by October 1. A 10% failure to file late fee is assessed if renewal is not returned by November 15 and interest on delinquent occupation taxes, regulatory fees and administrative fees at a rate of 1.5 percent per month.

Please note that no business license shall be issued or renewed unless all city taxes, sanitation fees and other assessments have been paid prior to payment of the annual license fee.

## Business Services

**Alcohol License Portal:** As of January 12, 2022, applicants/licensee are now required to upload the Alcohol/Liquor applications using the ALP Portal. To apply or renew for a retail alcohol license using the Georgia Tax Center (GTC) visiting [forestparkga.gov](http://forestparkga.gov) and search "Alcohol License Portal."

Once the application is received, it will be sent simultaneously to the state and the local licensing authority.

## Notary & Witness Services:

The City of Forest Park provides notary services to assist the public with filing documents requiring notarization by the city. These services are provided for the following approved fees:

- Residents (Identification needed): Free
- Non-Residents: \$2 per document and \$2 per signature

## Property Taxes

The Finance Department is responsible for the billing and collection of property taxes for the City government. Property tax bills provide the map number (map code), description and street address, fair market value, taxable value, tax rate and tax amount for property. **As of 2022, the property tax millage rate is 16.743.**

Property tax bills are normally prepared and mailed in mid-October. Taxes are due 60 days after the mail date. If you own property in the city and do not receive your tax bill during this time period, please contact the Finance Department.

**Failure to receive a bill does not relieve property owners of the responsibility to make payment by the due date.**

Property tax payments may be mailed to:

- City of Forest Park, P.O. Box 69  
Forest Park, Georgia 30298
- Payments may also be made in-person at city hall, located at 745 Forest Parkway, during normal business hours (8 a.m. to 5 p.m., Monday through Friday). The city accepts cash, check, money order or credit card payments.

**IMPORTANT:** If you are a new owner and receive a tax bill in the previous owner's name or request a mailing address change, please complete the change request form by contacting the Finance Department. You will also need to notify the Clayton County Tax Commissioner's office of the correction. They can be contacted at (770) 477-3311.