

## HOUSE BILL 87, SECTION 12 REPORTING INSTRUCTIONS (APPLICABLE TO MUNICIPAL CORPORATIONS AND COUNTIES ONLY)

This form should be used for reporting data required by Section 12 (Business License Reporting) of 2011 House Bill 87, the *Illegal Immigration Reform and Enforcement Act of 2011*, to the Georgia Department of Audits and Accounts (DOAA).

2011 House Bill 87 is available for viewing on the Georgia General Assembly's website. The Section 12 provisions of the bill are codified in O.C.G.A. §36-60-6.

Section 12 of House Bill 87 requires that data be reported **only by municipal corporations and counties** to the DOAA for issuance or renewal of each business license, occupation tax certificate, or other document required to operate a business:

License, certificate, or document number

Name of the person issued license or other document

Name of business issued license or other document

Federally assigned employment eligibility verification system user number (E-Verify Number) on affidavit

(Note: See O.C.G.A. §36-60-6 for additional information on required affidavit.)

**Report Due Date:** Please note that House Bill 87 specifies that the information required by Section 12 is DUE BY DECEMBER 31 OF EACH YEAR. In recognition of the difficulty in compiling all information required to be reported by House Bill 87 and submitting the report by the December 31 due date, the report should include all covered transactions through November 30. Required information applicable to the month of December will be included in the subsequent year's report [i.e., for 2012, the report should include information required by Section 12 of House Bill 87 for covered transactions entered into between December 1, 2011 and November 30, 2012 (covered transactions in December 2011 would be reported as exempt)]; covered transactions entered into in December 2012 will be reported in the report due December 31, 2013].

### **Report Instructions:**

1. Click on "Business License, etc. Report" tab below (toggle between worksheets with [CTRL][Page Up] and [CTRL][Page Down])
2. Complete Parts I and II
3. In Part III, complete columns A through D for each license, certificate or other document required to be reported based on Section 12 of House Bill 87, listing one license, certificate, or other document on each row. If applicant submitted the Private Employer Exemption Affidavit, enter "Exempt" in column D.

The DOAA strongly encourages electronic submission of this report. The HB 87 Collection System should be used for electronic submission.

REPORTS SUBMITTED BY EMAIL WILL NOT BE ACCEPTED OR ACKNOWLEDGED. The Collection System will be available starting on December 1. Instructions for electronic submission will be sent via email by November 16. If you do not receive instructions by November 19, send an email to [HB\\_87@audits.ga.gov](mailto:HB_87@audits.ga.gov) with the subject line "Request HB 87 Instructions".

If report is mailed, please send to the following address:

Edward Blaha, Director  
Georgia Department of Audits and Accounts  
Nonprofit and Local Government Audits Division  
270 Washington Street, S.W.  
Room 1-156  
Atlanta, Georgia 30334

**Public employers with no Section 12 covered transactions during the reporting period are required to report this information to the DOAA. If using the HB 87 Collection System for electronic submission, follow instructions to indicate that during the reporting period there were no business licenses, occupation tax certificates or other documents required to operate a business issued or renewed. If submitting the report by mail, complete Parts I and II and in Part III, enter "Nothing to Submit".**

For questions regarding the report form, please contact the Georgia Department of Audits and Accounts at 404-656-9145 or email [HB\\_87@audits.ga.gov](mailto:HB_87@audits.ga.gov)

Please note that Georgia Department of Audits and Accounts cannot provide legal advice regarding implementation of provisions of House Bill 87; entity officials are advised to refer such matters to your entity's legal counsel.