

ALCOHOL PAYMENT INSTRUCTIONS

Online Payments

- 1) When landing on the payments page please verify that you are not a robot.
- 2) Under "Miscellaneous Entry" please click on the "Office" dropdown box.
- 3) Select "General Alcohol".
- 4) A list of fees is provided in order to calculate the amount owed. Please pay **only** admin fees at the time of the application. The remaining balance will be due once the license is approved.

Example

If you are a new applicant applying for beer, wine, and liquor pouring your fees will be as follows:

- a. Beer Pouring \$750
 - b. Wine Pouring \$750
 - c. Liquor Pouring \$1,500
 - d. Beer Admin Fee \$100(**New applications only**)
 - e. Wine Admin Fee \$100(**New applications only**)
 - f. Liquor Admin Fee \$100(**New applications only**)
 - g. In the "Payment Amount" field your total due will be \$300. You will be notified when the application is approved and the remaining \$3,000 will be due at that time.
- 5) In the "Payment Amount" field enter the amount due.
 - 6) In the receipt note please include your 5-digit business ID# located on the business license associated with the alcohol application and include the location address and a telephone number where you may be reached.
 - 7) Click on "Pay" to process your payment. An outside service is used for credit card processing which charges a 4% processing fee.

Mailing Payments

No cash accepted via mail. Please send check, cashier's check or money order for the full amount due. Checks returned for insufficient funds will be charged a \$30 returned check fee. If this fee is unpaid at the time of the public hearing the application will be denied.

Mail payment to:

City of Calhoun
P.O. Box 248
Calhoun, GA 30701

In-Person Payments

Payments may be made in person via cash, check, cashier's check, money order, and credit or debit card. Payments made with a credit or debit card are subject to a 4% processing fee.

Pay in person at:

City of Calhoun
226 South Wall Street
Calhoun, GA 30701

The access door facing Wall Street is closed to the public. Please enter the side parking lot or turn on to Hicks Street and enter through back door facing Piedmont Street.