



City of Johns Creek
Revenue
12000 Findley Road, Suite 400
Johns Creek, Georgia 30097
(678) 512-3200
www.johnscreekga.gov

Instructions for Online Revenue Services

Click here for the [City of Johns Creek Online Revenue Service Center](#). You will be directed to a secure website to make your online payment. Online payments may only be made using a valid credit card – either MasterCard or Visa.

If you already have a username and password, enter this information to log in to your account and click the “Login” button.

To create a username and password, click “Create Master Account” and fill in the required information. You will need a PIN for this process, which can be obtained by contacting Revenue at (678) 512-3200.

To pay an outstanding balance:

Once you are logged in, click your business name. The different “licenses” associated with your account will display. (“License” is the general system terminology assigning a unique account number to various tax and license classes. “License Nbr” has the tax or license year in the first two digits and a unique account number in the last eight.) Refer to the “Classification” that describes the type of tax or license. For example, the business tax classification will be your industry description. “Liquor by the Drink” is for retail alcoholic beverage excise tax on sales of liquor by the drink, and “Wholesale Alcohol Excise Tax” refers to the excise tax on sales of alcoholic beverages at the wholesale level.

If there is an outstanding balance on your account, the “Status” next to your “Classification” will state “Payment Pending.” To pay the amount due, click “Renew License.” At the bottom of the next page titled “License Information,” click “Pay Outstanding Balance.”

The next screen allows you to review your charges prior to paying the amount due. If you have questions about these charges contact Revenue at (678) 512-3200 or by email at revenue@johnscreekga.gov. If you do not have any questions, click “Pay Now” at the bottom of the page to proceed.

This will take you to the “Account Information” page. Please fill in the fields with your card information, remembering that cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card which may be different from your home address. Once all of the fields are completed, click “Continue.”

A transaction overview page will appear. You can edit the transaction information by clicking the “Edit” button, cancel the transaction by clicking the “Cancel” button or complete the transaction by clicking “Complete Transaction.” After you click the “Complete Transaction” button a receipt page will appear. Please print this receipt page or save a copy for your records.

Your transaction is now complete. If payment was made for a license or business occupation tax payment, your license or tax certificate will be mailed within five business days.



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To update business information:

Once you are logged in, your business name will be shown with a button to “Edit” your address and “Names.” The edit address function allows you to change your mailing address, phone number and owner address and phone number. The names function allows you to add, edit and delete officers on your account. On the names function you are able to edit names, titles, addresses and phone number of officers.

To edit the address information click the “Edit” button under the “Address” column heading. You may edit any of the form fields on the page and click submit.

To edit officer information, click “Names” and select whether to “Edit,” “Add” or “Delete” this information. To edit or add an officer, after you click the appropriate button, enter the information in the form fields and click “Submit.” To delete an officer, click “Delete” and confirm deletion by clicking “Delete” again on the confirmation page.

All changes to your business account require additional approval by the City and are not immediate. We will contact you if there are any questions regarding updates made to your account.

If you have any questions please contact Revenue at (678) 512-3200 or by email at revenue@johnscreekga.gov.

Thank you for using the City of Johns Creek online services!