



# gwinnettcounty tax commissioner's office

## Tax & Tag News



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**Katherine Sherrington**  
Gwinnett County  
Tax Commissioner

Gwinnett Justice  
and Administration Center  
75 Langley Drive  
Lawrenceville, GA 30045

*A Leader in Public  
Service*

### Energy Conservation Hours Program

To promote energy conservation, reduce pollution and traffic, and increase fuel savings for both customers and employees, Gwinnett County Tax Commissioner Katherine Sherrington has implemented an Energy Conservation Hours program that was effective August 23, 2008.

*"I am greatly concerned about doing our part to help both citizens and our office employees save fuel expenses. At the same time, I want to be sure our customers still have convenient services and know all the alternatives to driving to our offices to pay their taxes or renew their tags," Ms. Sherrington said. "We will change our office operating hours to achieve these goals with the least amount of inconvenience to customers, while simultaneously helping employees with commuting costs through alternative work schedules. We want to do our part to reduce traffic congestion, air pollution, and of course – to help lower fuel consumption."*

A tag office employee survey revealed that 92 percent favored a four-day workweek with longer hours, citing the high cost of fuel

as a major concern. The new program will also offer longer hours daily at tag offices to improve after-work access. Citizens who would like to avoid driving may take advantage of many services available online at the Tax Commissioner's website:

- Vehicle tag renewals (Some restrictions apply; the state charges a \$2.25 credit card convenience fee for online renewals)
- Property Tax payments with credit card or e-check (Credit card convenience fees apply)
- Print forms, including homestead applications and Senior Emission Waiver Request forms

Other payment options include mail, pay in person or drop-off boxes at all Tax Commissioner offices, or pay using banking information over the phone by calling 770-822-8800 (property tax) or 770-822-8818 (tag renewals). For more information, visit the Tax Commissioner's website at [www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com).

### 2008 Employee Quality Awards Ceremony

Tax Commissioner Katherine Sherrington held her annual Employee Quality Awards Ceremony at Central Gwinnett High School on Thursday June 12, 2008. She holds the event each year to recognize employee work quality and performance.

The theme of the event was patriotism and was billed as a "red, white and blue night." Ms. Sherrington gave the opening remarks and thanked her staff and recognized achievements within her department. "I am proud of our employees," Ms. Sherrington said. "Each and every employee makes it possible for my office to be a leader in public service. Everywhere I go, I am complimented on my employees' professionalism and courtesy."

Award categories included customer service, team member of the year, leadership, rookie of the year, employee of the year, and departmental awards.

Additionally, two employees received Ms. Sherrington's highest awards, the Katherine Sherrington Service and Leadership Awards. Ms. Sherrington also recognized employees who had actively supported her employee-led Quality Council, as well as employees' service anniversaries. Several of the Tax Commissioner's Citizen Advisory Council members were present for the event.

## Internet Listing of Unclaimed Refunds and Overpayments

The Gwinnett County Tax Commissioner has a web site option listed in the menu on the left hand side of the screen, called "Unclaimed Refunds."

By clicking on this link, you can get a current listing of outstanding unclaimed refunds and overpayments. This list provides taxpayers information that will help determine if they may be due a refund.

Anyone finding their name on the list should e-mail Daphne Burnett in the Gwinnett County Tax Commissioner's Office, at [Daphne.Burnett@GwinnettCounty.com](mailto:Daphne.Burnett@GwinnettCounty.com).

## Save Gas and Time!

For a small convenience fee, you can renew your tags online using a credit card at

[www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com)

## How to Change an Owner's Name on a Vehicle Title due to Marriage

If you change your name when you get married, you need to change your name on your car title. Here is what you need to do:

You can get a Georgia Title Application (Form MV-1) online at <http://motor.etax.dor.ga.gov/forms> or pick one up at any tag office. Each owner listed on the title needs to complete and sign a Title Application. However, if an owner is not able to visit a tag office, the application

can be completed online, and then printed and signed. All owners on the title must also present a valid Georgia driver's license or Georgia identification card. A legible photocopy of these is acceptable if an owner cannot visit the tag office in person.

The state requires an \$18 fee for you to change your name on a title, and Georgia sales tax is also required if you purchased the vehicle from an out-of-state dealer or

business. (In these cases, you will need a bill of sale to calculate the amount of Georgia sales tax due.)

Visit the Tax Commissioner's website or call during business hours for more information. Visit the Georgia Department of Driver Services at [www.dds.ga.gov](http://www.dds.ga.gov) to learn how to obtain Georgia driver's licenses or identification cards.

<b>What to bring:</b>	<b>Remember these tips</b>
<b>Certified copy of marriage certificate</b>	<ul style="list-style-type: none"> <li>• A certified copy is required.</li> </ul>
<b>Current title for the vehicle</b>	<ul style="list-style-type: none"> <li>• Any title - either a Georgia or out-of-state title - must have the name of the person on it that is requesting the name change. If a Georgia title was lost, a replacement title can be applied for with the name change, as long as there is a current/valid vehicle registration.</li> <li>• Titles are required for motor vehicles 1986 and newer.</li> </ul>
<b>Release of lien or security interest(s)</b>	<ul style="list-style-type: none"> <li>• Liens or security interests shown on the current title must be released in order for the name change to be processed.</li> <li>• A lien or security interest may be released on the front of the title in the Release of Lien area or by using a Lien Release form (State of Georgia Form T-4), which can be completed by the lien or security interest holder (note - the original T-4 form must be submitted).</li> <li>• If any lien or security interest has not been satisfied, the vehicle owner will need to contact the lien or security interest holder in order to request the name change on the title.</li> </ul>
<b>Current titled owner(s) valid Georgia driver's license or Georgia-issued identification card</b>	<ul style="list-style-type: none"> <li>• Each owner listed on the title must provide either of these forms of identification. If an owner is not able to visit a tag office in person, a legible photocopy of their driver's license or identification card may be provided at the time of application.</li> </ul>

## 2008 Property Tax Bills Mailed in July

Gwinnett County Tax Commissioner Katherine Sherrington has mailed 2008 property tax bills to all property owners in Gwinnett. For convenience, taxpayers will receive two payment coupons and reply envelopes and may pay in two installments due September 15 and November 15, 2008. Payment in full is also accepted by the due date. Penalties and interest apply for late payments.

This year, taxpayers have even more options to pay their property tax:

- Pay by credit card or e-check online. (Convenience fees apply for credit card transactions over the Internet.)

- Pay by check and use the drop-off boxes accessible 24 hours a day at all Tax Commissioner offices.
- Mail payments to the Tax Commissioner's office at 75 Langley Drive, Lawrenceville, GA 30045.
- Pay in person during regular business hours at the main Property Tax Office located in the Gwinnett Justice and Administration Center in Lawrenceville, or at any of the five motor vehicle tag branch offices.
- Pay using banking information over the telephone by calling TaxTalk 24 at 770-822-8800.

For property owners with funds held in escrow accounts, tax bills are

automatically mailed to mortgage companies. Visit the Tax Commissioner's website for office hours, locations or more information. For assistance or to make payments by telephone, call 770-822-8800. Customers may also e-mail [tax@gwinnettcountry.com](mailto:tax@gwinnettcountry.com).

## State Offers Over 200 Georgia License Plate Styles

Georgia offers a wide range of available license plate styles in addition to the standard Georgia peach plate. In fact, over 200 different plate styles are offered! Most styles have additional costs involved, and some styles have certain restrictions as to who is eligible to apply. Take a look at some of the Georgia license plate styles that are available at [www.dor.ga.gov/](http://www.dor.ga.gov/).

The special plate style that Georgia residents may notice most is the Prestige plate. This is frequently referred to as a "vanity" or "personalized" plate. When choosing this style, Georgia vehicle owners can select their own word or phrase to appear on the plate. Passenger car owners can select up to seven letters, numbers and spaces, while motorcycle owners can select up to six. Any Tax Commissioner tag office or the Motor Vehicle Customer Service Center can verify if your personal combination is available.

Vehicle owners can select a Hobby Antique plate if their vehicle is 25 years or older. A disabled person can

order a Disabled Person's plate, once their physician completes a special form (Georgia Department of Revenue form MV-9D), available on the Tax Commissioner's web site. There are also several organizations that benefit financially when a commemorative plate is ordered. Some of these are



Breast Cancer Awareness, Choose Life, Dog and Cat Sterilization, and Honor Educators. Environmental programs can be supported by ordering Bobwhite Quail, Hummingbird, Trout Unlimited, Wildflower and Wildlife plates. Currently, there also are 24 different college and university commemorative plates that can be ordered. These include Georgia State, Georgia Tech, University of Georgia, Emory and many others.

There are over 70 different Military and

Military Campaign plates available. Gold Star, Purple Heart, and National Guard are examples of some military plates. Desert Storm and Pearl Harbor Survivor plates can be ordered by participants of these campaigns. Each year, Georgia authorizes additional styles, continuing the diverse and plentiful offering of special license plates to Georgia vehicle owners. Currently, the tag offices accept applications for 50 proposed plates including the Garden Club of Georgia, Georgia Junior Golf Foundation, and Promoting Arts in Georgia.

Remember that certain plate styles including some military plates, have special requirements that must be met before they can be ordered. For example, special qualifications must be met to order Certified Firefighter, Amateur Radio, and Georgia Emergency Medical Technician plates. Visit the Tax Commissioner's website at or call during business hours for more information.

## State Vehicle Registration Computer Shut-Downs In 2008 Affect Saturday Tag Office Hours

The Georgia Department of Revenue will be performing scheduled maintenance on its vehicle registration computer system over several weekends throughout 2008. During these scheduled maintenance periods, the vehicle registration system will be unavailable to tag offices. The impact will be as follows:

- The North Gwinnett Branch Tag Office, located at 2735 Mall of Georgia Boulevard in Buford, will be closed on the Saturday of each weekend scheduled for maintenance.

- Internet and telephone tag renewals will also be unavailable during each maintenance period.

Scheduled maintenance periods during the remainder of 2008:

Friday, September 19, 2008 at 7pm until Monday, September 22, 2008 at 6am
Friday, December 12, 2008 at 7pm until Monday, December 15, 2008 at 6am

## Tax Commissioner's 2007 Annual Report

Tax Commissioner Katherine Sherrington has published her 2007 Annual Report highlighting important accomplishments, statistics and trends for her office's Motor Vehicle and Property Tax departments. The report illustrates Ms. Sherrington's customer service improvements and technological initiatives.

The Department of Motor Vehicles continues to lead in the number of motor vehicle registrations processed in Georgia, with a total of 647,952. The department also explored new avenues in providing customer service with the introduction of a lobby management system at the Lawrenceville and Norcross tag offices. The systems provide quicker and more efficient customer service.

The Department of Property Tax also introduced new service improvements to the citizens of Gwinnett County. The new website was launched in July 2007 and eases the process of paying property taxes online. Now customers can pay property taxes online by credit card (fees will apply) and with electronic check methods.

*"Attentive and efficient customer service has been and continues to be our primary focus. Our Business Model strategies equip our employees to provide friendly and efficient services to the citizens of Gwinnett County and we pride ourselves on providing service with a smile!"* Ms. Sherrington said.

The Tax Commissioner's Annual Report can be found on her website under "News and Stats."

### Locations and Contacts (Please note new days and hours of operation)

#### Property Tax Office

Gwinnett Justice and Administration Center  
75 Langley Drive  
Lawrenceville, GA 30045  
8:30am - 5pm  
Monday - Friday

#### Lawrenceville Tag Office

750 South Perry Street., 1<sup>st</sup> floor  
8am - 6pm  
Monday - Thursday

#### Norcross Tag Office

5030 Georgia Belle Court, Suite 1013  
8am - 6pm  
Monday - Thursday

#### North Gwinnett Tag Office

2735 Mall of Georgia Boulevard  
8am - 6pm  
Wednesday - Saturday

#### Peachtree Corners Tag Office

5270 Peachtree Parkway  
8am - 6pm  
Tuesday - Friday

#### Snellville Tag Office

2845 Lenora Church Road  
8am - 6pm  
Tuesday - Friday

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#### Motor Vehicle Information:

770-822-8818  
tag@gwinnettcounty.com

#### Property Tax Information:

770-822-8800  
tax@gwinnettcounty.com

**Tax Commissioner Web Site:**  
[www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com)

### Tax & Tag News

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