



Accounting & Finance, Revenue Division
 PO Box 2089
 Tuscaloosa, AL 35403
 Phone: 205-248-5200 Fax: 205-248-5793
 Email: revenueoffice@tuscaloosa.com

BUSINESS LICENSE & TAX APPLICATION

CLEARLY PRINT OR TYPE ALL INFORMATION

Application Type		New	Business Structure		Sole Proprietorship
		Name Change			Partnership
		Owner Change			LLC
		Physical Location Change			Corporation
		FEIN/Structure Change			LLP
		Reactivate Account			Other
Business Description/Activity (Be specific)					
Legal Business Name			Trade Name (DBA)		
Physical Address of Business (Street Name, Suite #, etc)			Mailing Address of Business (PO Box, Street Name, Suite #, etc)		
City	State	Zip Code	City	State	Zip Code
Federal ID (FEIN)			State of Alabama Tax ID (if known)		
Phone			Email		
Contact Name			Contact Phone & Email		
Owner(s), Partners or Officers (attach a separate sheet if necessary) **Copies of Driver's Licenses Must Be Provided**					
Name		Title		Phone	
Date of Birth		Driver's License State and Number		Social Security Number	
Home Address					
City		State		Zip Code	
Name		Title		Phone	
Date of Birth		Driver's License State and Number		Social Security Number	
Home Address					
City		State		Zip Code	
Physical Location of Business <input type="checkbox"/> In City Limits of Tuscaloosa <input type="checkbox"/> In Police Jurisdiction of Tuscaloosa <input type="checkbox"/> Outside both City Limits and Police Jurisdiction					
Is the Physical Location of your business also your residence?		YES		NO	
Will all of your business be conducted through the internet?		YES		NO	
Will sales, repair, and/or delivery people enter into our City?		YES		NO	
Are you a minority business owner?		YES		NO	
Number of Employees in Tuscaloosa?		Are you enrolled in E-Verify?		YES	
What date will you start conducting business in Tuscaloosa?				NO	

BUSINESS LICENSE & TAX APPLICATION, PAGE 2

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Land/Building Information (Only Complete if the business is physically located in the City of Tuscaloosa or its Police Jurisdiction)									
Do you own or rent the property?		<input type="checkbox"/> Own		<input type="checkbox"/> Rent		(If rented, please provide copy of lease & owner info below)			
Property Owner Name						Phone			
Address									
City			State		Zip Code		Email		
Tax Type		Sales Tax			Tax Filing Frequency*			Monthly	
		Seller's Use Tax			*must match State of AL			Quarterly	
		Consumer's Use Tax						Semi-Annually	
		Rental Tangible Property Tax						Annually	
		Lodging Tax						13-Period	
		Tobacco Tax						One Time Filing	
		Wine Tax						Other	
Business Type		Retail			Service/Professional				
		Contractor			Rental Tangible Property				
		Manufacturer			Rental Property (Building/Land)				
		Wholesale			Short Term Rental				
		Other							
BUSINESS LICENSE FEE CALCULATION (For help with calculation of license amount, please contact our office)									
Location of Business Activity				Estimated Gross (through end of year)		Fee		Fee Schedule	
City Limits of Tuscaloosa									
Police Jurisdiction of Tuscaloosa (PJ)									
Outside of Tuscaloosa City Limits and PJ									
				License Amount					
				Issue Fee		\$14.00			
NAICS CODE (OFFICE USE ONLY)				Total Amount Due					
CERTIFICATION AND SIGNATURE									
By signing this application, you certify that all information and statements provided herein are true and correct. You also certify, under penalty of perjury, that you are a US Citizen or lawfully present in the US. In addition, by signing below, you acknowledge that you cannot operate this business in the City of Tuscaloosa or its Police Jurisdiction until this business license application is approved and a business license issued.									
Signature of Owner/Applicant						Date			
Printed Name						Title			

INTERNAL USE ONLY			
Code Compliance #		Account #	
Application Reviewed By		Date Reviewed	
Business License Issued By		Date Issued	
Additional Comments			

IN ORDER TO APPLY FOR A BUSINESS LICENSE OR TAX ACCOUNT WITH THE CITY, BE SURE TO:

	If you are going to apply for a legal business name and/or structure (ex: LLC, LLP, Corp, etc), you need to first apply with the Alabama Secretary of State to register your name and structure. You can visit their website at www.sos.alabama.gov .
	If you are going to apply for a Federal Identification Number (FEIN), you will need to apply with the Internal Revenue Service at www.irs.gov before completing our application.
	Visit our website at www.tuscaloosa.com to download the Business License & Tax Application. <i>You can find this by choosing the BUSINESS tab on the homepage, then choosing FORMS under the Revenue Division section.</i>
	Complete the Business License & Tax Application. <i>All the information must be completed. If it does not apply to your business, you can put N/A. A physical address and a copy of at least one (1) owner/officer/representative's driver's license is required for all applications. Certain licenses require copies of State of Alabama Board certifications, which will need to be included with the application.</i>
	Include Business License Fee with application. <i>Contact our office to get the calculation of the Business License Fees due. You will need an estimate of your gross receipts from the time you plan to start operations in Tuscaloosa until December 31st of the current year.</i> Phone: 205-248-5200 Email: revenueoffice@tuscaloosa.com
	Submit the completed application with required documents. <u>REGULAR MAIL</u> - City of Tuscaloosa, Revenue Division, PO Box 2089, Tuscaloosa, AL 35403 <u>DELIVERY SERVICE</u> – City of Tuscaloosa, Revenue Division, 2201 University Blvd, Tuscaloosa, AL 35401 <u>EMAIL</u> – revenueoffice@tuscaloosa.com <u>DROPOFF</u> – Dropbox is located on the top floor of the Intermodal Facility Parking Deck. The physical address of the deck is 601 23 rd Avenue, Tuscaloosa, AL 35401 (Entrance is on 7 th Street) <u>IN PERSON</u> – We are located on the 3 rd Floor of Annex 3 at the City of Tuscaloosa (above the water department). Our physical address is 2230 6 th Street, 3 rd Floor, Tuscaloosa, AL 35401.
IF PHYSICALLY LOCATED IN THE CITY OR ITS POLICE JURISDICTION: You must contact the Revenue Division prior to the steps below.	
	You must have a completed code compliance form. The Revenue Division will issue a code compliance form once you apply. Depending on the type of business, they will contact the necessary departments, by email, for approval. All departments that require approval must sign off before a business license is issued. The specific department may contact you to schedule an inspection of the property. <u>YOU CANNOT OPERATE UNTIL A BUSINESS LICENSE HAS BEEN ISSUED.</u>
	PLANNING DEPARTMENT – All businesses located in the City or It's Police Jurisdiction, including home operated, must have approval from zoning. <u>Before</u> you enter into a lease agreement, please contact 205-248-5100.
	FIRE DEPARTMENT - All commercial buildings physically located in the City Tuscaloosa or its Police Jurisdiction must be inspected by the Fire Department each time a business opens. 205-248-5420 ext 2
	HEALTH DEPARTMENT – All businesses dealing with food must be approved by the Tuscaloosa Health Department. 205-554-4540
	POLICE DEPARTMENT – Security, Detective, Pistol/Knives, Carnival/Fair, Transportation, Wrecker, Pawn Shop, Door-to-Door, and others as needed. 205-349-2121
	WASTEWATER DEPARTMENT - All businesses dealing with food in a commercial property or Food Truck/Cart, Gas Stations, Mobile Car Wash, and others as needed. 205-248-5900