



Complete and return form to:
Revenue and Financial Services Division
P.O. Box 2089, Tuscaloosa, AL 35403
Phone: 205-248-5200 Fax: 205-248-5793
Email: revenueoffice@tuscaloosa.com

Anticipated Start Date _____

BUSINESS LICENSE / TAX APPLICATION

Application Type: NEW NAME CHANGE OWNER CHANGE LOCATION CHANGE

BUSINESS INFORMATION

Legal Business Name:

Principal Business Activity & Product:

Will business be conducted under another name (DBA)? NO YES

If DBA applies, please specify trade name (DBA):

Physical Address (Where the business is physically located & doing business from):

City:	State:	Zip Code:
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Business Phone:	Cell Phone:	Email:
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Contact Person & Title:	Phone:	Email:
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Mailing Address:

City:	State:	Zip Code:
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Federal Tax ID (FEIN) #:	State of Alabama Sales Tax #:
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State of AL Seller's Use Tax #:	State of AL Consumer's Use Tax #:
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Business Structure / Form of Organization:

- | | | |
|--|---|---|
| <input type="checkbox"/> SOLE PROPRIETORSHIP | <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LLC |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> NON-PROFIT CORPORATION | <input type="checkbox"/> PROFESSIONAL ASSOCIATION |
| <input type="checkbox"/> OTHER (Please specify): | | |

FILL IN LAND/BUILDING INFO IF PHYSICAL LOCATION IS IN THE CITY OR IT'S POLICE JURISDICTION:

Land / Building OWN RENT **If rent, provide a copy of lease & owner information below:**

Property Owner Name:	Phone:
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Address:

City:	State:	Zip Code:
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BUSINESS OWNER / APPLICANT INFORMATION

Minority Business Owner? NO YES

Owners, Partners or Officers (attach separate sheet if necessary): ***Copy of Driver's Licenses Must Be Provided***

Name:	Title:	Contact #:
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Date of Birth:	Driver's License #:	SS #:
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Address:

City:	State:	Zip Code:
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Name:	Title:	Contact #:
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Date of Birth:	Driver's License #:	SS #:
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Address:

City:	State:	Zip Code:
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BUSINESS LICENSE / TAX APPLICATION (PAGE 2)

LICENSING / APPLICABLE TAXES

Business Operated From: HOME STORE FRONT OR OFFICE

Physical Location: CITY POLICE JURISDICTION OUTSIDE CITY LIMITS AND POLICE JURISDICTION

Tax Types:

- | | | |
|--|--|---|
| <input type="checkbox"/> SALES TAX | <input type="checkbox"/> BUSINESS LICENSE (ANNUAL) | <input type="checkbox"/> SELLER'S USE TAX |
| <input type="checkbox"/> LODGING TAX | <input type="checkbox"/> RENTAL TANGIBLE PERSONAL PROPERTY TAX | <input type="checkbox"/> CONSUMER'S USE TAX |
| <input type="checkbox"/> LODGING TAX - STR | <input type="checkbox"/> RENTING/LEASING COMMERCIAL PROPERTY | <input type="checkbox"/> TOBACCO TAX |
| | <input type="checkbox"/> RENTING RESIDENTIAL PROPERTY | <input type="checkbox"/> WINE TAX |

Tax Filing Frequency (must match your State of AL filing frequency):

- MONTHLY QUARTERLY ANNUALLY SEMI-ANNUALLY OTHER

Business Type:

- | | | | |
|---------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> RETAIL | <input type="checkbox"/> WHOLESALE | <input type="checkbox"/> CONTRACTOR | <input type="checkbox"/> SERVICE / PROFESSIONAL |
| <input type="checkbox"/> MANUFACTURER | <input type="checkbox"/> RENTAL / RENTAL PROPERTY / SHORT-TERM RENTALS | | <input type="checkbox"/> OTHER |

of Employees _____ Enrolled in E-Verify? Yes No
If no, please visit www.e-verify.gov

CERTIFICATION AND SIGNATURE

By signing this license 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 are 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 is issued.

Signature of Owner/Applicant: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Name of person completing Application _____ **Title** _____

FOR HELP WITH CALCULATION OF LICENSE AMOUNT PLEASE CONTACT OUR OFFICE

LICENSE AND FEE CALCULATION

Effective Date: _____

Flat Rate License Amount (if applicable)			\$ _____
Estimated Gross Receipts Through End of Year:	ESTIMATED GROSS	FEE	FEE SCHEDULE
City of Tuscaloosa	_____	\$ _____	_____
Police Jurisdiction (PJ)	_____	\$ _____	_____
Outside of PJ	_____	\$ _____	_____
License Amount		\$ _____	
Issue Fee		\$ _____	
Total Amount Due with Application:		\$ _____	

If you need help with this application please contact 205-248-5200

APPLICATION REVIEW (OFFICE USE ONLY)

Code Compliance #	Account #
Application Reviewed By:	Date Reviewed:
Business License #	Date Issued:
Business License Issued By:	

NEW BUSINESS TAX & LICENSE APPLICATION CHECK LIST

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

	VISIT THE WEB SITE www.tuscaloosa.com/business/business-license/taxforms - You can download the Business Tax & License Application
	COMPLETE the APPLICATION FORM
	FEE - Contact our office to get the calculation of 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 31 st of the current year. Phone: 205-248-5200 - Fax: 205-248-5793 - Email: revenueoffice@tuscaloosa.com
	DRIVERS LICENSE – You must include a copy of the owners or the top 2 officer’s driver’s license with the application.
	TURN IN THE APPLICATION WITH FEE AND DRIVER’S LICENSE TO Revenue and Financial Services Division at (walk in) 2230 6 th Street, Annex III 3 rd Floor – (mail in) P.O. Box 2089, Tuscaloosa, AL 35403 – We can contact you for payment over the phone if you fax or email the required information. Fax: 205-248-5793 - Email: revenueoffice@tuscaloosa.com
	IF PHYSICALLY LOCATED IN THE CITY OR IT’S POLICE JURISDICTION: Must contact the Revenue Division prior to this step.
	You will be required to get an approved Code Compliance form completed. (The Revenue Department will issue you this form. You must have the actual form for the departments to sign off on prior to their inspection) Depending on the type of business, you may be required to get some or all of the following departments to sign off prior to being licensed to operate in the City of Tuscaloosa.
	PLANNING DEPARTMENT – All businesses located in the City or it’s Police Jurisdiction, including home operated, must have approval from zoning. Before you enter into a lease agreement contact: 205-248-5080 - Blake Deason or Lady Kassama
	FIRE DEPARTMENT - All commercial buildings physically located in the City or it’s Police Jurisdiction must be inspected by the Fire Department each time a business opens – 205-248-5422 Adrian Latham - alatham@tuscaloosa.com Patrick Stines - pstines@tuscaloosa.com or Darrell Harbin 205-248-5432
	HEALTH DEPARTMENT – All businesses dealing with food must be approved by the Health Department. - 205-554-4540 – Karen Crawford, Jeff Chism, Mike Simpson, Rhonda Williams, Shernay Wells
	POLICE DEPARTMENT – 205-349-2121 - Security, Detective, Pistol/Knives, Carnival/Fair, Transportation, Wrecker, Pawnshop, door-to-door, and others as needed.
	WASTE WATER DEPARTMENT – 205-248-5900 -
	TDOT – 205-248-5800