

Mail or Fax Completed Form To:

RDS/AlaTax
Business License Dept.
PO Box 830725
Birmingham, Alabama 35283
Fax Number 205-423-4099
Phone 800-556-7274

Application for Temporary Business License
ALL FIELDS MUST BE COMPLETED
Application Good for 30 Days from Date Signed
Applicant must sign or the temporary license is invalid.

See Reverse Side for Instructions
And Further Information

Name of Municipality:

Town of Elmore, AL
P.O. Box 204
Elmore, AL 36025

Application Type: Renewal New Business Name Change Owner Change Location Change

Form of Ownership (Check One): Sole Prop Corp LLC Partnership Professional Assoc Other _____

RDS/AlaTax Acct Number _____ **Date Business Activity Initiated/Proposed:** _____ **Number of Employees:** _____

Legal Business Name: _____ **FEIN/Social Security #** _____

Trade Name / DBA: _____ (If different from legal name.)

Business Type: Retail Wholesale Bldg Contractor Service Professional Manufacturer Rental
 Other _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Physical Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Telephone: _____ (Business) _____ (Home) _____ (Cell) _____ (Fax)

Name/Phone # for Contact Person: _____ () _____ **Title** _____

List Names of Owners(s), Partners, or Officers (Attach Separate Sheets if Necessary)

Name Residence Address SSN Title

This application has been examined and is, to the best of my knowledge, a true and complete representation of the above named entity, and person (s) listed. Failure to sign and date this application will make the application invalid. This application only good for 30 days from date signed.

Date: _____ **Signature:** _____ **Title:** _____

FOR MUNICIPAL USE ONLY FROM HERE DOWN: Use below chart in order to calculate business license. If you do not have a copy of your fee schedule you may view it at www.alatax.com

Physical Location: Incorporated City Limits Police Jurisdiction Outside Corporate Limits & PJ ****Reminder**** Businesses located within the PJ are charged one-half the normal rate.

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Section Number	Type of License	Gross Receipts	Unit Amount (if applicable)	Flat/Base Fee	Additional Amount Due Based On Calculation	License Fee Due
				30.00		

Penalty Info: _____ **Issuance Fee:** _____
Total Collected: _____

Municipality, DO NOT MAIL CASH. Have checks made payable to: Tax Trust Account and mail along with application to address indicated above.

Payment Method: Check OR Cash (Circle One) **Payment Forwarded to RDS/AlaTax:** Yes OR No (Circle One)

Collected By: _____ **Date:** _____
All "Non-Paid" temporary applicants will be mailed a business license packet. You may fax "Non-Paid" applications to RDS/AlaTax
Attn: Business License Dept at 205-423-4099.

Upon receipt of all necessary information, including payment, RDS/AlaTax will process this temporary business license application and mail a permanent business license within 15 business days.

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- Please complete all areas of the form in full.
 - The form should be typed or printed legibly.
 - The form should be dated and signed by an owner, partner, or officer of the business.
 - The form will initiate the process for registering your business with the municipality.
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If your business will have a physical location within the municipality, please use that address on the front of this form. (Complete separate forms for each physical location in the city)

After completing this form it can be mailed, sent by fax or where possible, sent by electronic mail to the municipality.

Upon receipt of the completed form, the municipality will provide any additional forms and information regarding other specific requirements to you in order to complete the license process and collect fees due.

All license renewals are due January 1 and delinquent February 1, with the exception of insurance company licenses which are due January 1, delinquent March 2.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

Should you have any questions concerning the completion of this form or the licensing and/or registration process, please call the number on the front of this form to obtain a more detailed explanation.
