



Individual Occupation License Fee Return

UNDER ORDINANCE 416, AS AMENDED BY ORDINANCE 1676

144 Tichenor Avenue - Suite 6 - Auburn, Alabama 36830

Office: (334) 501-7239 Fax: (334) 501-7297 Website: www.auburnalabama.org

Customer # _____

Business Name: _____

Business Address: _____

Filed for Quarter Ending: _____

Due Date: _____

Delinquent Date: _____

Includes the Months Of: _____

1st Qtr: Due Date - April 1st Delinquent After - April 30th 3rd Qtr: Due Date - October 1st Delinquent After - October 31st

2nd Qtr: Due Date - July 1st Delinquent After - July 31st 4th Qtr: Due Date - January 1st Delinquent After - January 31st

1.	Gross Salaries/Wages: Total compensation before any deductions (i.e. federal/state taxes, retirement, benefits) includes vacation/sick leave pay, and tangible property received as pay. (Column A - below)	
2.	Less: Salaries/Wages reported to another municipality (city) and/or earned outside the city limits of Auburn (Column D - below)	
3.	Adjusted Gross Salaries/Wages: Line 1 minus Line 2 (Column C - below)	
4.	License Fee: Line 3 multiplied by one-percent (1%)	
5.	Failure to Timely File Penalty: 10% of Line 4 or \$50, whichever is greater (Automatically assessed on returns not filed by the delinquent date)	
6.	Failure to Timely Pay Penalty: 10% of Line 4 (Automatically assessed on license fees not paid by the delinquent date)	
7.	Interest: 1% per month through July 31, 2017; Effective August 1, 2017, rate changed to match State of Alabama, currently 5% per year (formula: $.05/365 = \text{daily rate} \times \text{no. of days late} \times \text{license fee due}$)	
8.	Total Amount Due: Line 4 + Line 5 + Line 6 + Line 7	

SCHEDULE OF COMPENSATION

Enter the gross salaries/wages, which includes commissions, tips, bonuses, vacation/sick leave pay, fair market value of tangible personal property from which the Auburn occupational license fee has not been deducted and reported to the City by the employer(s).

Attach additional sheets if necessary

	Compensation Columns			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
	Gross Compensation Received	% of Time Worked in Auburn	Compensation Earned <u>Inside</u> Auburn (Col A x Col B)	Compensation Earned <u>Outside</u> Auburn (Col A - Col C)
Show totals at top of form				

DECLARATION: Under penalties of perjury, I declare that this return is true, correct, and complete as required by City Ordinance No. 416 and Amended Ordinance No. 1676.

Payee Signature/Date: _____

INSTRUCTIONS FOR PREPARING AND FILING THIS FORM

This return must be filed by each individual whose earnings within the City of Auburn are from salaries, wages, commissions, and/or other compensation, received from one or more employers, on which the City of Auburn Occupation License Fee was NOT deducted by the employer(s). Show the information concerning your employment in the chart above. Gross earnings are the total amount before any deductions, such as federal/state taxes, retirement, and any other benefits. Gross earnings include salaries, wages, commissions, tips, bonuses, incentive payments, and other compensation at their fair market value. Return must be filed for each quarter (three-month period) of the year.

PAYMENT OPTIONS: Cash, Check, Money Order, Credit Card (Visa/MasterCard ONLY)

- Credit card payments may be made in person at the Revenue Officer or by phone by calling (334) 501-7239. To process a phone payment, a copy of the return must be faxed to the Revenue Office at (334) 501-7297.