



TOWN OF SYLVANIA BUSINESS LICENSE APPLICATION

P.O. Box 150 Sylvania, AL 35988 PH: 256-638-2604 FX: 256-638-7670

Application Type: New ☐ Renewal ☐

Municipal Code: 9487

NAICS Code: _____

Legal Business Name: _____

DBA: _____

Business Activities: _____

Name of Contact Person & Title: _____

Physical Address: _____

Mailing Address: _____

Phone: _____ **Fax:** _____

Email: _____

Form of Ownership: Sole Prop ☐ Corporation ☐ LLC ☐ Partnership ☐ Other ☐

Owner, Title: _____

Mailing Address: _____

Phone: _____

FEIN, SS#, OR State Tax #: _____

Business start date in Sylvania: _____

of employees in Sylvania: _____

Business Location:

- ☐ **Inside town limits & police jurisdiction**
- ☐ **Outside town limits but within police jurisdiction**
- ☐ **Outside town limits & police jurisdiction**

Person Completing Application: _____

Title: _____

Date: _____

Gross Receipts for 20_____:

From	To	License Fee
\$0.00	\$50,000.00	\$50.00
\$50,000.01	\$100,000.00	\$75.00
\$100,000.01	\$150,000.00	\$90.00
\$150,000.01	\$200,000.00	\$100.00
\$200,000.01	\$300,000.00	\$125.00
\$300,000.01	\$400,000.00	\$150.00
\$400,000.01	\$500,000.00	\$175.00
\$500,000.01	\$600,000.00	\$200.00
\$600,000.01	\$700,000.00	\$225.00
\$700,000.01	\$800,000.00	\$250.00
\$800,000.01	\$900,000.00	\$275.00
\$900,000.01	\$1,000,000.00	\$300.00
\$1,000,000.01	\$2,000,000.00	\$400.00
\$2,000,000.01	and up	\$500.00

Total gross revenue for previous year: \$

License fee:**Issuance fee: \$14.00****Penalty:****Interest:****Total: _____****DELIVERY LICENSE:****If gross receipts are over \$10,000.00: \$100.00****Delivery issuance fee: \$10.00****Total: _____**

Please complete ALL areas of BOTH forms. This form will initiate the process for registering the business with the municipality. All business licenses are due January 1st and delinquent after January 31st, with the following exception: Insurance Company License, due January 1st and delinquent after March 1st. A 15% penalty will be applied to all licenses not paid within 30 days of the due date A 30% penalty will be applied to all licenses not paid within 60 days of the due date. A 1% per month interest will be applied to all unpaid licenses. New licenses purchased after June 30th are half price. Licenses purchased outside the city limits but within the police jurisdiction are half price. Make checks payable to the Town of Sylvania.

For more information, please contact 256-638-2604

PENALTY AND INTEREST

Failure to purchase a license can be punishable by a fine not to exceed the sum of five hundred dollars (\$500.00).

All licenses not paid within thirty (30) days from the date they fall due (January 1st) will increase by a 15% penalty due February 1st plus interest at the current state interest rate. An additional 15% penalty will be due March 2nd plus interest at the current state interest rate per month thereafter.

New Business Penalty: In the case of persons who began business on or after the first day of the calendar year, the license fee for such "new business" shall be increased by 15% for the first 15 days they shall be delinquent and shall be measured by an additional 15% for a delinquency of 45 days or more.

DEFINITION OF GROSS RECEIPTS

If the business is physically located in the incorporated city limits or police jurisdiction, the business must report ALL gross receipts for the business conducted in the State of Alabama. They can deduct out-of-state sales. If the business is a service-based business and not physically located in the incorporated city limits or police jurisdiction then they must report the gross receipts for the jurisdiction only.

The measure of all receipts of a business from whatever source derived, to the maximum extent permitted by applicable laws and constitutional provisions, is to be used in calculating the amount due for a business license. Provided, however, that:

A. Gross receipts shall not include any of the following taxes collected by the business on behalf of any taxing jurisdiction or the federal government: All taxes which are imposed on the ultimate consumer, collected by the taxpayer and remitted by or on behalf of the taxpayer to the taxing authority, whether state, local or federal, including utility gross receipts levied pursuant to Article 3, Chapter 21, Title 40; license taxes levied pursuant to Article 2, Chapter 21, Title 40; or reimbursements to professional employer organizations of federal, state or local payroll taxes or unemployment insurance contributions; but no other deductions or exclusions from gross receipts shall be allowed except as provided in this article.

B. A different basis for calculating the business license may be used by the municipality with respect to certain categories of taxpayers as prescribed in Section 11-51-90B.

C. For a utility or other entity described in Section 11-51-129, gross receipts shall be limited to the gross receipts derived from the retail furnishing of utility services within the municipality during the preceding year that are taxed under Article 3 of Chapter 21 of Title 40, except that nothing herein shall affect any existing contract or agreement between a municipality and a utility or other entity. The gross receipts derived from the furnishing of utility services shall not be subject to a further business license taxation by the municipality.

D. Gross receipts shall not include dividends or other distributions received by a corporation, or proceeds from borrowing, the sale of a capital asset, the repayment of the principal portion of a loan, the issuance of stock or other equity investments, or capital contributions, or undistributed earnings of a subsidiary entity.

TYPES OF LICENSES

Gross based licenses require the gross receipts to be provided. Unit-based licenses require the number of units (employees, vehicles, rooms, agents, days, etc.) to be provided. Flat-based fees have the rates indicated. Failure to provide the required information will delay the issuance of the license.

DELIVERY LICENSE FOR STATE OF ALABAMA

- **The rate for a delivery license is \$100**
- **Each municipality shall allow the purchase of a delivery license by any business that has no other physical presence within the municipality or its police jurisdiction for the privilege of delivering its merchandise therein. The amount of the delivery license shall not exceed \$100.00.**
- **A municipality may charge a taxpayer an issuance fee for a business delivery license not to exceed \$10.**
- **A delivery license shall mean a fixed rate business license issued by a municipality for the limited privilege of delivering and requisite set-up and installation, by the taxpayer's employees or agents, of the taxpayer's own merchandise in that municipality, by means of delivery vehicles owned, leased, or contracted by the taxpayer; provided that the gross receipts derived from the sale and requisite set-up or installation of all merchandise so delivered into the municipality shall not exceed \$75,000 during the license year, and any set-up or installation shall relate only to**
 - 1. that required by the contract between the taxpayer and the customer or as may be required by state or local law and**
 - 2. the merchandise so delivered.**
- **Mere delivery of the taxpayer's merchandise by common carrier shall not allow the taxing jurisdiction to assess a business license tax or a delivery license tax against the taxpayer, but the gross receipts derived from any sale and delivery accomplished by means of a common carrier shall be counted against the \$75,000 limitation described in the preceding sentence if the taxpayer also during the license year sells and delivers into the taxing jurisdiction using a delivery vehicle other than a common carrier. Provided that the dollar limitation prescribed above shall be increased, but not decreased, every five years under the standards prescribed by Section 11-51-90 with respect to the uniform license issuance fee and may be increased by a municipality at any time, up to \$150,000, by adoption of ordinance. A common carrier, contract carrier, or similar delivery service making deliveries on behalf of others shall not be entitled to purchase a delivery license hereunder.**
- **A taxpayer that otherwise meets the criteria for the purchase of a delivery license**
- **The law exempts a business from buying a delivery license if the business delivers \$10,000 or less in merchandise annually to a municipality where it has no store or other presence.**
- **Does not allow increases in the \$100 delivery license fee. The previous law allowed cities to increase or decrease the license tax every 5 years.**
- **Gives a business 45 days, rather than the previous 10 days, to get a delivery license and pay the \$10 penalty if it fails to get such a delivery license once it reaches the \$10,000 threshold.**