

DUE DATE	DELINQUENT DATE
1 st Quarter - April 1	Delinquent April 30
2 nd Quarter - July 1	Delinquent July 31
3 rd Quarter - Oct. 1	Delinquent Oct. 31
4 th Quarter - Jan. 1	Delinquent Jan. 31



Deliver form in person to the
City of Auburn Revenue Office.

144 Tichenor Ave.
Auburn, AL • 36830
334.501.7239
Fax: 334.501.7297

Contractor & Subcontractor Quarterly Report

This form is provided for the reporting of the quarterly license fee due under the provisions cited below.

All jobs NOT permitted through the City of Auburn (COA) Inspection Services Department and jobs associated with Auburn University, Auburn City Schools and the City of Auburn MUST be reported on this form. Please list all jobs permitted through the Inspection Services Department or performed under a general contractor in the schedule below.

Section 7.2, Category 12 of Ordinance 1842 requires an annual business license fee of \$150 for contractors and \$100 for subcontractors. In addition to the fixed license fee, contractors and subcontractors shall pay a quarterly license fee equal to 25/100 of 1% (.002500) of the total contract or the total cost to the licensee, whichever is greater, for each project undertaken by licensee during the current year. This license fee shall either be paid at the time a permit is issued or quarterly on the first day of April, July, October and January.

Customer Number: _____

Filed for Quarter Ending: _____

Due Date: _____

Delinquent Date: _____

For Amounts Received During: _____

1.	Amount of money received for contract work performed in the City during the quarter on which the 1/4 of 1% has not been paid by a general contractor or permitted through the Inspection Services Department.	
2.	License fee due (Line 1 x .0025)	
3.	Penalty: 15% of Line 2 if delinquent. Penalty shall increase to 30% of Line 2 if filed 30 or more days after the delinquent date.	
4.	Interest: Interest rate through July 31, 2017 is 1% per month. Effective Aug. 1, 2017, rate changed to match State of Alabama rate, currently 5% per year. (formula: .05/365 = daily rate x no. of days late x license fee due)	
5.	Total Amount Due: Line 2 + Line 3 = Line 4	

Contract/Job Name & Location	If job performed under a general contractor (GC), provide GC name	For jobs not performed under a GC, provide the permit number	Contract Amount

By signing this report, I am certifying this report has been examined by me and to the best of my knowledge and belief is a true, accurate and complete report for the stated period.

Signature/Date

Print Name & Contact Number

Payment accepted in person:
Cash, Check, Money Order, Credit
Card (Mastercard/Visa only)

**Credit card payments
accepted on auburnal.gov**