



TRANSIENT MERCHANT INFORMATION SHEET

Dear Transient Merchant;

Thank you for choosing to do business in the City of Auburn. To obtain a license to conduct business as a transient merchant you are required to:

- Complete the *Application for a Transient Merchant License* (**see below**)
- Remit a \$505 deposit, which will be credited to your account until the completion of your business, or the end of the current calendar year, whichever comes first.
- Submit a letter of permission from the property owner of the location where your business will be set up, which will be forwarded to the City of Auburn Planning Department for zoning approval.
- Provide a copy of your driver's license.
- If preparing/serving food you will need to contact the Lee County Health Department at (334) 745-5765, located at 1801 Corporate Dr, Opelika, AL to schedule an inspection and obtain a food permit.

The transient merchant license is active from the date of issuance until the end of the current calendar year (December 31st). If you are setting up at multiple locations, you will need to submit a \$505 deposit for each location and obtain a letter of permission for each location.

From the \$505 deposit, the City of Auburn will withhold the business license fee of \$150 plus the issuance fee of \$5, sales taxes of 4 percent of taxable sales, and an occupational license fee of 1 percent of the gross wages earned by employees while working in the city.

You may request a refund of the remaining deposit by completing the Transient Merchant's Report of the Calendar Year Business Activity which will be provided to you upon the issuance of your business license. To obtain the refund, this form must be returned to the Revenue Office by **the last business day of February** of the year following the calendar year in which the transient merchant conducted business within the City. If the form is not submitted to the Revenue Office by this date, you will forfeit your deposit to the City of Auburn.

If you have any questions, you may contact the Revenue Office at (334) 501-7239 or email revenue@auburnal.gov.



APPLICATION FOR TRANSIENT MERCHANT LICENSE

BUSINESS INFORMATION							
1. Name of Person Submitting Application <i>(must be the business owner, corporate officer if a corporation, manager if a LLC, or partner if general or limited partnership)</i>							
2. Business Name or Name of Corporation					Business Federal Identification Number		
3 Permanent Business Street Address				City	State	Zip	
4 Permanent Business Phone Number			5 Cell Phone/Local Number Where You May Contacted While Conducting Business				
6 Mailing Address for Business				City	State	Zip	
LOCAL (TRANSIENT) BUSINESS INFORMATION							
7 Provide the Property Owner/Business Name, Address, and Contact Information Where Business Activities Will Be Conducted in the City of Auburn							
Property Owner/Business Name	Telephone #	Street Address	City	State	Zip		
8 Local Address Where Business Activities Will Be Conducted in the City of Auburn			City	State	Zip		
9 Provide a Detailed Description of Business Activities That Will Be Conducted in the City of Auburn							
10 Date(s) Business Activities Will Be Conducted in the City of Auburn				11 Hours of Operation of Business Activities in the City of Auburn			
OWNER/EMPLOYEE INFORMATION							
12 Provide the Name, Home Address, Home Telephone Number, Date of Birth, Driver's License Number/State of Person(s) Legally Responsible for Business <i>(Attach additional sheets if necessary)</i>							
Name	Street Address	City	State	Zip	Date of Birth	Telephone #	DL State/Nbr
13 Provide the Name, Home Address, Home Telephone Number, Driver's License Number/State Who Engage in Business in the City of Auburn <i>(Attach additional sheet if necessary)</i>							
Name	Street Address	City	State	Zip	Telephone #	DL State/Number	

DECLARATION AND VALIDATION OF INFORMATION

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability of this business that might occur.

Signature of the Person Completing This Registration Form

Date

Print Name of the Person Completing This Registration Form

TRANSIENT MERCHANT REQUIREMENTS AND GENERAL INFORMATION

- Complete a *Transient Merchant Application*
- Remit deposit of \$505, of which a minimum of \$155 is a non-refundable business license fee
- Submit a letter of permission from property owner of the location where business activities will be conducted (*Location must be approved by City of Auburn Planning Department and/or Auburn University before license can be issued*)
 - No individual/business shall be licensed to conduct business on the City's right of way (i.e. sidewalk, streets); thus concluding that walking around and selling merchandise is not permissible
- Provide copy of driver's licenses or State issued identification card
- Provide copy of food permit issued by Lee County Health Department, if applicable
- License is valid from the date of purchase until **December 31st**; license **must** be renewed each year
- License is **only** valid for the location approved by the City of Auburn Planning Department and/or Auburn University
- License **must** be displayed in a location visible to customers as well as City of Auburn enforcement representatives

FEE AND PAYMENT INFORMATION

- Deposit : \$505
- License Fee: Minimum of \$155 (includes \$5 issuance fee), will be withheld from deposit at conclusion of business activities when the *Transient Merchant's Report of Calendar Year Business Activities* form is filed, reviewed, and approved
- Sales Taxes: Of the nine per-cent (9%) collected, four per-cent (4%) will be remitted to the City of Auburn
- Occupational License Fees: One per-cent (1%) of gross wages earned by employees while conducting business in the City of Auburn
- Payment: Web payment portal: <https://selfservice.auburnal.gov/css>

City of Auburn, Alabama
Transient Merchant's Report of Calendar Year Business Activity
Calendar Year _____

Business Name: _____

City Taxpayer ID # _____

To be Completed by Officer of Business

Gross receipts for sales in Auburn for Calendar year _____	\$ _____	(A)
Gross receipts for tax-exempt sales in Auburn for calendar year _____	\$ _____	(B)
Gross wages paid to employees while located in Auburn for calendar year _____	\$ _____	(C)
Dates on which business was conducted in Auburn:		Location
		(Complete Address)
From _____ to _____		
From _____ to _____		
From _____ to _____		
<p>The undersigned, an officer or employee of the above described business entity, having the authority to bind the above described entity, do declare the above information to be true and correct to the best of my knowledge and belief.</p>		
_____ Signature of Representative		_____ Date

To be Completed by Finance Department

Business License Fee:

Gross Receipts (A), up to \$1,000,000.00

\$ _____ x 0.0015 = \$ _____ (D)
(Rate)

If Gross Receipts (A) Exceed \$1,000,000.00 then add:

Gross Receipts over \$1,000,000.00

\$ _____ x 0.0012 = + \$ _____ (E)
(Rate)

Total D+E = \$ _____ (1)

Business License Fee (The greater of amount on line (1) plus \$5.00 or \$155.00 (Minimum License Fee))

\$ _____ (2)

Sales Tax Liability:

Gross Receipts (A)	-	Tax Exempt Sales (B)	=	Taxable Sales	x	.04 (Rate)	\$ _____ (3)
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Occupation License Fee Liability:

\$ _____ x 0.01 = \$ _____ (4)
Gross Wages (C)

Transient Merchant's Total Tax and Fee Liability:

(2) + (3) + (4) = \$ _____ (5)

Transient Merchant Deposit Paid - \$ _____ (6)

Balance Due to City [(7)>(6)]

\$ _____

Balance Owed to Taxpayer [(6)>(7)]

\$ _____