



Detailed Quarterly Return of Occupational License Fee

UNDER ORDINANCE 416, AS AMENDED BY ORDINANCE 1096

144 Tichenor Avenue - Suite 6 - Auburn, AL 36830
 Office: (334) 501-7239 Email:taxpayerinfo@auburnalabama.org
 Website: www.auburnalabama.org

Customer # _____

Filed for Quarter Ending: _____

Business Name: _____

Due Date: _____

Business Address: _____

Delinquent Date: _____

Filed for Quarter Ending: _____

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

INSTRUCTIONS FOR PREPARING AND FILING THIS FORM

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). List all businesses, their respective location inside the City of Auburn and number of employees for which occupation license fees are deducted. *Attach additional sheets if necessary.*

Line 1	Number of taxable employees working in the City of Auburn this quarter	
Line 2	Gross Salaries/Wages paid during this quarter to employees reported on Line 1 for work in the City of Auburn	
Line 3	Occupation license withheld during this quarter from wages paid to employees (1% of Line 2)	
Line 4	Failure to Timely File Penalty: 10% of Line 3 or \$50, whichever is greater	
Line 5	Failure to Timely Pay Penalty: 10% of Line 3	
Line 6	Interest: Effective October 1, 2022, rate changed to match State of Alabama, currently 6% per year (formula: $.06/365 = \text{daily rate} \times \text{no. of days late} \times \text{license fee due}$)	
Line 7	Total Amount Due: Line 3 + Line 4 + Line 5 + Line 6	

Client Name	Client Location	Number of Employees
Total number of employees should be equivalent to Line 1 .		

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. 1096.

Payee Signature/Date: _____

Contact Name: _____ Phone/Email: _____

PAYMENT OPTIONS: Cash, Check, Money Order, Credit Card

- Credit card payments may be in person at the Revenue Office or via Citizen Self Service at <https://selfservice.auburnalabama.org/css/>