



Contractor's/Subcontractor's Quarterly Report

144 Tichenor Ave-Suite 6-Auburn, Alabama 36830
 Office: (334) 501-7239 Fax: (334) 501-7297 www.auburnalabama.org

Customer # _____

Filed for Quarter Ending: _____

Due Date: _____

Delinquent Date: _____

For Amounts Received During: _____

DUE DATE: **DELINQUENT DATE:**
 1st Qtr - April 1st 1st Qtr - April 30th
 2nd Qtr - July 1st 2nd Qtr - July 31st
 3rd Qtr - October 1st 3rd Qtr - October 31st
 4th Qtr - January 1st 4th Qtr - January 31st

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 Codes 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 Codes 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.

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 Codes 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 August 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 and Location	If job performed under a general contractor (GC), provide name of GC	For jobs NOT performed under a GC, provide the permit number	Contract Amount

By signing this report, I am certifying that 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.

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

- Credit card payments may be made in person at the Revenue Office 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.

 Signature/Date

 Print Name and Contact Phone Number