

# City/Town of (0000) -2011 Business License Renewal

RDS - as administering agent  
PO Box 830725  
Birmingham, AL 35283

For Assistance Call (800) 556-7274 Option 1 then 6 then 1

**Official Business License  
Application Enclosed  
\*\*Online Filing Now Available\*\***

RDS ID:

Dear Sir or Madam:

Each person, firm, company, association, agency, corporation or other legal entity engaged in business shall obtain and pay for a business license. RDS is the administering agent for your municipality's business license.

On the reverse side of this letter you will find an application to renew your business license. Your application is based upon the previous year's license issued. If there are any additions, subtractions, or discrepancies regarding the schedules noted or amount due, please see a full listing on our website at [www.revds.com](http://www.revds.com) or call our Business License Department at (800) 556-7274 select option 1 then 6 then 1.

If your fee is based upon the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties and interest.

**Board Certification/Permit: All municipalities are required to obtain a copy of individual/entities board certifications and/or permits prior to issuance of a municipal business license. Please enclose a copy of your board certification/permit along with your application and payment. Some of the types of businesses that most commonly require board certification/permits are...**

**General Contractors  
Certain Types of Sub-Contractors  
Restaurants**

**Cosmetologists  
Professionals  
Sellers of Alcohol, Beer and Wine**

**For a complete list of the types of businesses that require board certification/permits visit our website at [www.revds.com](http://www.revds.com) Click on Taxpayer Tab, click on Alabama, click on Taxpayer Form, in the keyword search type, certification.**

**Remit Payment:** Make your check payable to Tax Trust Account and mail to RDS, Business License Department, PO Box 830725, Birmingham, AL 35283.

**Definition of Gross Receipts:** If the business has a physical location within the municipality, all gross receipts for that location are used, including receipts from sales outside the municipality or within its police jurisdiction. However, if there are also branches located outside the municipality, only the sales made into the municipality by those branches would be included. Only receipts derived from sales within ALABAMA are included; sales into other states cannot be included as this would violate the US Constitution's Commerce Clause. **If your municipality's business license fee is based on gross receipts you must report those gross receipts in order to obtain your business license.**

**Definition of Police Jurisdiction:** The area outside the incorporated municipality limits. Businesses located in this area are subject to purchase a business license per the municipality's ordinance. Those businesses located in this area may receive, but are not limited to, police, fire, safety, water, sewer, public health, safety protection from the municipality.

**Business closed or no longer doing business?** If your business has been closed or you are no longer doing business in the municipality, please check the business closed box located on the application and fax to the attention of the Business License Department at (205) 423-4099. You may also email RDS at [bizlicensesupport@revds.com](mailto:bizlicensesupport@revds.com).

**Questions?** All questions regarding the purchase of your business license or online filing should be directed to RDS at (800) 556-7274 select option 1 then 6 then 1.

**Business License Online Filing Now Available – File Your Business License Online  
[www.revds.com](http://www.revds.com)  
Select Taxpayer, Online Filing, Business License Filing - It's Voluntary – Free  
Easy to Use – Step by Step**