

**Make Check Payable To:**

Tax Trust Account

**Mail to:**RDS  
Business License Dept.  
PO Box 830900  
Birmingham, Alabama 35283-0900**Application for Business License  
ALL FIELDS MUST BE COMPLETED****See Reverse Side for Instructions  
And Further Information****Chelsea, AL (9158)**  
Due: January 1, 2012  
Delq: February 16, 20122012  
Business License Application**Application Type (Required):**  Renewal  New Business  Name Change  Owner Change  Location Change**RDS Acct Number:** \_\_\_\_\_ **Date Business Activity Initiated/Proposed:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_**Form of Ownership (Check One) Required:**  Sole Proprietorship  Corporation  LLC-Single Member  LLC -Multi Member  
 LLP (Limited Liability Partnership)  General Partnership  Governmental Agency  
 Professional Association  Other: \_\_\_\_\_**Legal Business Name:** \_\_\_\_\_**Trade Name / DBA:** \_\_\_\_\_ (If different from legal name.) **Email Address:** \_\_\_\_\_**Federal Employer Identification Number (FEIN):** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_**Business Type:**  Retail  Wholesale  Bldg Contractor  Service  Professional  Manufacturer  Rental  
 Other \_\_\_\_\_ **Describe Business You Are Conducting:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)**Physical Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)**Telephone:** \_\_\_\_\_  
(Business) (Home) (Cell) (Fax)**Name/Phone # for Contact Person:** \_\_\_\_\_ ( ) \_\_\_\_\_ **Title:** \_\_\_\_\_**List Names of Owners(s), Partners, or Officers** (Attach Separate Sheets if Necessary)**Name****Residence Address****SSN****Title**\*Police Jurisdiction Definition: The area outside of the incorporated municipality limits as defined by local ordinance. Businesses physically located in the police jurisdiction are subject to purchase a business license per the municipality's ordinance at one-half the normal rate, if applicable. Please check this box  if you are in the police jurisdiction but not in the incorporated city limit.\*

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Section Number	Type of License	Gross Receipts (If Required)	Unit Amount (Applies if fee is based upon a "number" of units)	Flat/Base Fee	Additional Amount Due Based On Calculation	License Fee Due
<b>Report all types of business conducted</b>				<b>Add column E &amp; F enter total in column G then add down</b>		

**Penalty Info:** 15% Penalty Due Feb 16th plus 1% interest, Additional 15% Penalty Due March 17th plus 1% Interest per month thereafter**Issuance Fee:** **\$10.00****Total Due:**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 visit our website [www.revds.com](http://www.revds.com) for a listing.To determine license fee due see a full schedule listing at [www.revds.com](http://www.revds.com) or you may call our Business License Department with any questions at 800-556-7274 select option 1, then 6 then 1.**Sworn Statement:** I hereby swear that 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 has been examined by me and to the best of my knowledge is true, correct, and complete. I understand issuance of license does not permit business operation unless business is properly zoned, and/or in compliance with all applicable laws/rules.**Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by RDS due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees that will accrue due to there submission of the returned item. Please see the full returned check policy at [www.revds.com/taxpayer/return-check-disclaimer](http://www.revds.com/taxpayer/return-check-disclaimer).**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_**Print Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

# Instructions

## Application for Business License

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- Please complete all areas of the form in full.
  - The form should be typed or printed legibly.
  - The form should be dated and signed by an owner, partner, or officer of the business.
  - The form will initiate the process for registering your business with the municipality.
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If your business will have a physical location within the municipality, please use that address on the front of this form (Complete separate forms for each physical location in the municipality.)

After completing this form it can be mailed, sent by fax or where possible, sent by electronic mail to the municipality.

Upon receipt of the completed form, the municipality will provide any additional forms and information regarding other specific requirements to you in order to complete the license process and collect fees due.

All license renewals are due January 1 and delinquent February 1, with the exception of insurance company licenses which are due January 1, delinquent March 2.

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This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that municipality. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the municipality, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact municipality for any zoning, building code and/or tax liability requirements.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

**All municipalities are required to obtain a copy of individual/entities board certifications and/or permits prior to issuance of a municipal business license. For a list of types of licenses that require board certification, please visit our website [www.revds.com](http://www.revds.com).**

Please provide a copy of your certification/permit along with your application (if applicable).

Should you have any questions concerning the completion of this form or the licensing and/or registration process, please call the number on the front of this form to obtain a more detailed explanation.

Issuance of a business license by RDS does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules.

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