Individual Return of Occupation License Fee Return

UNDER ORDINANCE 416, AS AMENDED BY ORDINANCE 1676

City of Auburn

Customer Number: _____ **Filed for Quarter Ending:** _____

Business Name: _____ **Due Date:** _____

Addresss: _____ **Delinquent Date:** _____

_____ **Includes the Months Of:** _____

1st Qtr: Due Date - April 1st Delinquent After - April 30th

2nd Qtr: Due Date - July 1st Delinquent After - July 31st

3rd Qtr: Due Date - October 1st Delinquent After - October 31st

4th Qtr: Due Date - January 1st Delinquent After - January 31st

1	**Gross Salaries/Wages:** Total compensation before any deductions i.e. federal/state taxes, retirement, benefits. Includes vacation/sick leave pay, bonuses, and tangible personal property received as pay. **(Column A total from below)**	
2	**Less:** Salary/Wages reported to another municipality (city) and/or earned outside the city limits of Auburn **(Column D total from below)**	
3	**Adjusted Gross Salaries/Wages:** Line **1** minus Line **2** **(Column C total from below)**	
4	**License Fee:** Line **3** multiplied by one-percent (1%)	
5	**Penalty:** Line **4** multiplied by 10% (If filed 60 days after due date, penalty is greater of 10% of Line **4** or $50)	
6	**Interest:** Line **4** multiplied by 1/2 of 1% (.005) for each month delinquent	
7	**Total Amount Due:** Line **4** + Line **5** + Line **6** (See reverse side for payment options)	

SCHEDULE OF COMPENSATION

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 City by the employer(s).

Attach additional sheet if necessary

	Compensation Columns			
	A	**B**	**C**	**D**
Employer's Name/Address	**Gross Compensation Received**	**% of Time Worked in Auburn**	**Compensation Earned Inside Auburn** (Col. **A** x Col. **B**)	**Compensation Earned Outside of Auburn** (Col. **A** - Col. **C**)
Show totals at top of form				

DECLARATION: Under the penalties of perjury, I declare that this return is true, correct, and complete as required by Ordinance No. 416 and Amended Ordinance No. 1676.

Payee Signature/Date: _____

INSTRUCTIONS FOR PREPARING AND FILING THIS FORM

This return must be filed by each individual whose earnings within the City of Auburn are from salaries, wages, commissions, and/or other compensations, received from one or more employers, on which the City of Auburn Occupation License Fee was NOT deducted by employers. Show information concerning your employment in the chart above. Gross earnings is the total amount before any deductions, such as federal/state taxes, retirement, and any other benefits. Gross earnings include salaries, wages, commissions, tips, bonuses, incentive payments and other compensation, whether received directly or through an agent and whether paid in cash or in kind. Boarding, lodging and similar items furnished must be included as earnings at their fair market value. Return must be filed for each quarter (three-month period) of the year.

Payment Options: Cash, Check, Money Order, Credit Card (Visa/MasterCard ONLY)

Card # ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ **Expiration Date:** ____/____

Mail To: Revenue Office - 144 Tichenor Avenue - Suite 6 - Auburn, Alabama 36830

Office: (334) 501-7239 - **Fax:** (334) 501-7297 - **Website:** www.auburnalabama.org