

**CITY OF AUBURN,
ALABAMA**

**EMPLOYER'S QUARTERLY RETURN OF OCCUPATIONAL LICENSE FEE WITHHELD
FROM SALARIES, WAGES, COMMISSIONS, AND OTHER COMPENSATION
UNDER ORDINANCE 416, AS AMENDED BY ORDINANCE 1096**

Customer Number: _____

Declaration
<p>UNDER THE PENALTIES OF PERJURY, I DECLARE THAT THIS RETURN IS TRUE, CORRECT, AND COMPLETE AS REQUIRED BY CITY ORDINANCE</p>
SIGNATURE: _____
TITLE: _____ (EMPLOYER, OFFICER OF COMPANY, OR OTHER AGENT)
DATE FILED: _____
<p>MAKE CHECK PAYABLE TO "CITY OF AUBURN." IF RECEIPT IS DESIRED, PLEASE ENCLOSE SELF-ADDRESSED STAMPED ENVELOPE</p>
<p>CITY OF AUBURN MAIL TO: 144 TICHENOR AVENUE, SUITE 6 AUBURN, AL 36830</p>

1.	NUMBER OF TAXABLE EMPLOYEES THS QUARTER		
2.	GROSS WAGES PAID DURING THS QUARTER TO EMPLOYEES REPORTED ON LINE 1 FOR WORK IN THE CITY OF AUBURN		
3.	OCCUPATION LICENSE FEE WITHHELD DURING THS QUARTER FROM WAGES PAID TO EMPLOYEES (1%OF LINE 2)		
4.	PENALTY (10%OF LINE 3, BUT MINIMUM OF \$100, IF DELINQUENT		
5.	INTEREST (1/2 OF 1%OF LINE 3, PER MONTH IF DELINQUENT		
6.	TOTAL AMOUNT DUE (LINE 3 PLUS LINES 4 AND 5)		
INSTRUCTION AND INFORMATION AT THE BOTTOM OF FORM			

THIS RETURN
Filed For: _____
Due: _____
Delinquent After: _____
Based on Earning Received During: _____

**Returns received 60 after the due date are
subject to a failure to file fee of \$50.**

PLEASE RETAIN A COPY FOR YOUR RECORDS

INSTRUCTIONS FOR COMPLETING THIS FORM

- Line 1:** Show the number of persons employed by you during the whole or any part of this quarter (3 month period), who were paid salaries, wages, and/or any other compensations for work in the City of Auburn.
- Line 2:** Show the total of gross (before any deduction) salaries, wages, and/or compensation paid during this quarter, for work in the City of Auburn, to those employees reported on Line 1.
- Line 3:** Show the total amount of Occupation License fees withheld during this quarter from the salary or wages of those employees reported on Line 1.
- Line 4:** Use this line if return is filed after the delinquent date. The late penalty is \$1.00, or 10% of Line 3, whichever is larger.
- Line 5:** Use this if return is filed after the delinquent date shown on the front of this form. Interest is due at the rate of 1/2 of 1% for each whole month after the delinquent date.
- Line 6:** Total of Lines 3, 4, and 5. This amount must accompany this return.

GENERAL INFORMATION

WITHHOLDING: Each employer of one or more persons is required by City Ordinance No. 416, as amended by Ordinance No. 1096, to withhold the Occupation License Fee of 1% from gross earnings paid to employees for services rendered within the City of Auburn, and to pay these fees to the City each quarter. All employees are subject to the license fee except domestic servants employed in private homes, and ministers of religion in the performance of their religious duties.

EARNINGS: Earnings include salaries, wages, commissions, tips, bonuses, incentive payments and other compensations, whether paid to the employee directly or through an agent, and whether paid in cash or in kind. Board, lodging, and similar items furnished must be included as earnings at the fair market value.

FILINGS: Employers are required to file each quarter (3 month period) of the calendar year, beginning with the 1st quarter (Jan., Feb., Mar.) to show wages paid and Occupation License fees withheld during the quarter. Returns are due on the first day of the month following the end of the quarter (April, July, October, and January) and are delinquent if not filed by the last day of that month.

PENALTIES: An employer shall be subject to fine or imprisonment as provided by City Ordinance for failure to withhold the license fees; for failure to pay the City such license fees, interest, or penalties imposed by this ordinance; for making any incomplete, false or fraudulent return; or for any attempt to avoid full disclosure of the amount of gross compensation in order to avoid payment of the whole or any part of a license fee.

ANNUAL RETURN: An Annual Return Form will be furnished to each employer in December, upon which to report the names and addresses of all persons employed within the City during the year, the periods of employment and total compensation of each, and the total City

Due Dates:

1st Qtr - April 1st 2nd Qtr - July 1st 3rd Qtr - October 1st 4th Qtr - January 1st