### 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

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**Customer #**

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**Due Date:**

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**Delinquent Date:**

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**For Amounts Received During:**

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**DUE DATE:**

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

**DELINQUENT DATE:**

- 1st Qtr - April 30th
- 2nd Qtr - July 31st
- 3rd Qtr - October 31st
- 4th Qtr - January 31st

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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

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<thead>
<tr>
<th>Contract/Job Name and Location</th>
<th>If job performed under a general contractor (GC), provide name of GC</th>
<th>For jobs NOT performed under a GC, provide the permit number</th>
<th>Contract Amount</th>
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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.

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**Signature/Date**

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**Print Name and Contact Phone Number**

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**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.