

Business License Online Filing Instructions

Free • Fast • Secure • Step by Step



To Remit Payment:

1. Go to www.bizlicenseonline.com.
2. Sign in.

- Returning users should simply sign in with the username/password that was created previously. Once logged in, click "File a new return."
- First time online users should click on "Sign Up: Business Account." Complete the registration information, including creating a username/password. Store the username/password in a secure place. Click on "File a new return."



3. Select State, Return, Filing Period, and Location then click next.

File Return
Select the state, return, filing period and location you would like to file for. Click the Next button to continue to the electronic return.
1. Select State: <Select State> ▾
2. Select Return: [Select Return] ▾
Don't see your return listed? [Click here to add the return.](#)
3. Select Filing Period: [Select Period] ▾
4. Select Location: [Select a Location] ▾
Does your company have multiple locations? [Click here to add another business location.](#)

4. Select your city from the list. Select if you are renewing or filing for a new business. Select the best description for your business. To see a complete list, visit our website [here](#).

Step 1: [Select City/Town] ▾
Step 2: Police Jurisdiction
*If Applying for a License in the (PJ) click the check box before license selection.
Step 3: Renewal New License
Step 4: [Select Business License] ▾
Step 5:
NOTE: You are required to report your "Gross Receipts" for all licenses filed online.
If your license is based on "Units" you must report number of units as well as "Gross Receipts".

5. Click next, enter your payment information, and submit your filing.
6. Print your confirmation.
7. If your license requires Board Certification/Permit, please email to bizlicensesupport@revds.com or fax to (205) 423-4099. Please include your account number on all correspondence. Failure to do so will delay the issuance of your license.
8. The official license will be mailed to you at the mailing address you have provided.

Technical Questions:

Phone: 225-215-0100

Specific Business License Questions:

Email: bizlicensesupport@revds.com

Phone: (800) 556-7274 select option 1 then 6 then 1.

To Complete the Downloadable Form

- 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.

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 emailed to RDS.

Upon receipt of the completed form, RDS 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 1st and delinquent February 1st, unless otherwise specified, with the exception of insurance company licenses which are due January 1st, delinquent March 2nd.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that municipality. All questions regarding the business license renewal process should be directed to RDS.

Requirements/Definitions:

Location: Business licenses are location-specific. The up-to-date physical location must be provided on all renewals in order to prevent delays in the issuance of the license.

Zoning: 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.

Definition of Police Jurisdiction: The area outside the incorporated municipality limits. Businesses located in this area may be subject to purchase a business license based on the municipality's ordinance at one half the normal rates if applicable. Those businesses located in this area may receive, but are not limited to, police, fire, safety, water, sewer, public health, safety, and protection from the municipality. Review the fee schedule [here](#) to confirm if a Police Jurisdiction fee is enforced and the rate.

Certifications: All municipalities are required to obtain a copy of each individual's/entity's 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 [here](#).

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

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 and meet all required certifications.

Definition of Gross Receipts: 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.

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 should be included; sales into other states should not be included. (See 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.**

Questions? All questions regarding the business license renewal process should be directed to RDS.

| | |
|----------|--|
| Website: | www.revds.com |
| Email: | bizlicensesupport@revds.com |
| Phone: | (800) 556-7274 select option 1, then 6, then 1. |
| Fax: | (205) 423-4099 |

Make Check Payable To:
 Tax Trust Account
Mail to:
 RDS Business License Dept.
 PO Box 830900
 Birmingham, Alabama 35283-0900
 Fax Number 205-423-4099
 Phone 800-556-7274

Application for Business License
All fields in RED or * must be completed

Online Filing is Available
Free-Fast-Secure-Step by Step

www.bizlicenseonline.com

Westover, AL (9765)

Due: January 1st

Delinquent: February 1st
 Business License Application

For License Year: _____

Application Type*: _____ **RDS Acct Number:** _____

Date Business Activity Initiated/Proposed: _____ **Number of Employees*:** _____

Form of Ownership*: _____ **If Other, Describe:** _____

Business Type*: _____ **Describe Business You Are Conducting:** _____

Legal Business Name*: _____

(If different from legal name) **Trade Name / DBA*:** _____ **Email Address*:** _____

Federal Employer Identification Number (FEIN)*: _____ **Social Security Number*:** _____

Mailing Address*:
 Street*: _____ City*: _____ State*: _____ Zip*: _____

Physical Address*:
No PO Box Allowed
 Street*: _____ City*: _____ State*: _____ Zip*: _____

Telephone
 Business*: _____ Home: _____ Cell: _____ Fax: _____

Contact Person*:
 Name*: _____ Phone*: _____ Title*: _____

List Names of Owner(s), Partner(s), or Officer(s) (Attach Separate Sheets if Necessary)*:

| <u>Name*</u> | <u>Residence Address*</u> | <u>SSN *</u> | <u>Title*</u> |
|--------------|---------------------------|--------------|---------------|
| | | | |
| | | | |

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 the 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 |
|--|-------------------|---|-------------|--|--|------------------|
| Report all types of business conducted | | Units Required if fee is based upon a "number" of units | | Add column E & F enter total in column G then add down | | |
| Section Number * | Type of License * | Gross Receipts * | Unit Amount | Flat/Base Fee | Additional Amount Due Based On Calculation | License Fee Due* |
| | | | | | | |
| | | | | | | |
| Penalty Info: 15% Penalty Due February 1st plus 1% interest, Additional 15% Penalty Due March 2nd plus 1% Interest per month thereafter | | | | | | |
| | | | | | Calculate Penalty (if applicable): | |
| | | | | | Calculate Interest (if applicable): | |
| | | | | | Issuance Fee: \$12.00 | |
| | | | | | 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. For a list of certifications, please visit our website [here](http://www.revds.com). To determine license fee due see a full schedule listing at www.revds.com or you may email our Business License Department at bizlicensesupport@revds.com with any questions or call 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 the resubmission of the returned item. Please see the full returned check policy at www.revds.com/taxpayer/return-check-disclaimer.

Print and Sign*: _____ **Date*:** _____ **Title*:** _____

Print Name*: _____ **Telephone Number*:** _____