

This brochure was produced by the City of Tuskegee Office of the City Manager and Finance Department to provide both business owner and taxpayer information on the ordinances that regulate business licenses and taxes in the City of Tuskegee.

### Occupation License

Occupation license fees are levied by City ordinance on the salary or wages earned by an individual for work performed within the corporate limits of the City of Tuskegee. Employers usually withhold the occupation license and remit to **THE CITY OF TUSKEGEE** monthly or quarterly depending on the amount. The fee amounts to 3% of the gross wages earned within the City of Tuskegee. Wages earned outside of the City of Tuskegee are not subject to the city's occupation license fee. The occupation license is due on or before the last day of the month following the end of the quarter. For the monthly remitters the license is due by the 25<sup>th</sup> of the month following the month withheld.

A 5% penalty plus interest of 1% for each month delinquent are due if the license is paid after the last day of the month next following the end of the quarter. The business is required to file a return for each period even if there are no salaries or wages earned in the City of Tuskegee.

### Business License General Information

Any company or person conducting business in the City of Tuskegee is required to obtain a City business license prior to commencing business activity. City business licenses expire on December 31st of each year and a business license must be renewed for each year that the business is in operation. The renewal date is January 1st of the calendar year and any business in operation on or after January 1st of

the calendar year must acquire a business license. Delinquent charges on unpaid licenses will be assessed after February 15th of the same calendar year.

Before a new business is started in the City, the owner of the business must complete a business license application and pay a license fee. The cost of the license varies depending on the type of business. Businesses are classified into categories and each category has a rate that is used to calculate the amount of the license based on gross receipts. The minimum license fee is \$100.00.

In addition, the following items may apply depending on the nature of your business:

- A Certificate of Occupancy (CO) is required if the business location is newly constructed or remodeled.
- A health permit is required for all businesses preparing food.
- The City of Tuskegee's business licenses are not transferable. If more than a fifty-percent change of ownership occurs, a new business license is required.
- All businesses must publicly exhibit and display the license certificate in the business establishment for which the license was issued.

Tax payment remittance:  
Sales/Gasoline Taxes  
Revenue Discovery Systems  
[www.alatax.com](http://www.alatax.com)  
800-556-7274  
P O Box 830725  
Birmingham, AL 35283-0725

### Cigarette Tax

Any business or individual selling, storing, or delivering cigarettes in the City limits of Tuskegee must pay a tax equal to \$.18 per cigarette pack. Payments are paid to the **City of Tuskegee**. Any business or individual selling, storing, or delivering cigarettes must be licensed in the City of Tuskegee.

### Contract Work License

Plumbing contractors, electrical contractors, heating/air conditioning contractors, landscapers, and exterminators must present their State of Alabama license certificate or card when applying for a business license in the City of Tuskegee. In most cases, general contractors must present their State of Alabama license certificate or card when applying for a business license in the City of Tuskegee.

### Alcoholic Beverage License

In order to receive a license to sell alcoholic beverages in the City of Tuskegee, the business must be licensed by the State of Alabama Alcoholic Beverage Control Board and receive Tuskegee City Council approval prior to selling alcoholic beverages.

A business seeking an ABC license must complete the application process prior to their request being placed on the City Council's Agenda. After receiving approval from the Tuskegee City Council, the business must provide a copy of the ABC license and remit all applicable license fees and submit all required reports.

### **Sales/Use Tax:**

Sales tax is due from the consumer on retail sales. The business acts as the agent for the City of Tuskegee by collecting the sales tax from its customers. The sales tax collected by the business for sales in Tuskegee is collected by Alatax and remitted to the City of Tuskegee.

Use tax is due from the business or individual on items that are purchased for use in the City of Tuskegee from vendors located outside the City of Tuskegee and on which a local city sales/use tax has not already been paid.

The sales tax is 10% in Macon County, which is allocated as follows: 5% to the City of Tuskegee, 1% to Macon County, and 4% to the State of Alabama. The sales/use tax is due on or before the 20th day of the month succeeding the period in which the tax accrues.

### **Motor Fuels Tax**

Wholesalers selling motor fuels into the City of Tuskegee pay a motor fuel tax. The motor fuels tax is \$.04 per gallon within the City limits. The motor fuels tax is due on or before the 20th day of the month succeeding the period in which the tax accrues. The business should file a return for each period even if no motor fuels are sold in Tuskegee. Any business or individual selling motor fuels must be licensed in the City of Tuskegee.

### **Lodging Tax**

A lodging tax of 10% of the rental charges is applied to business renting or furnishing rooms, lodgings, or accommodations to transients for the periods of less than 30 continuous days. This tax also applies to charges of personal property

used or furnished in the rooms, lodging, or accommodations. The lodging tax is due on the 20th day of the month in which the tax accrues. Any business or individual furnishing rooms, lodgings, or accommodations must be licensed in the City of Tuskegee.

### **City of Tuskegee Finance Department**

Frankie L. Williams  
334-720-0547

Revenue Office  
Pearl Dallas  
334-720-0533

Fax Numbers:  
Sorry we do not  
use Fax anymore

Mailing Address:  
P.O. Box 830687  
Tuskegee, AL 36083

Business license forms are available at the City of Tuskegee Revenue Office, located in the Tuskegee Municipal Complex, 101 Fonville Street in Tuskegee, Alabama. These forms are also available on the City of Tuskegee web site.

[www.tuskegeecalabama.gov](http://www.tuskegeecalabama.gov)

# City of Tuskegee

101 FONVILLE STREET  
P O BOX 830687  
TUSKEGEE AL 36083



## Business License and Tax Information Brochure