

CITY OF IRONDALE, ALABAMA TAX REGISTRATION/BUSINESS LICENSE APPLICATION

(CONFIDENTIAL)

Complete and Mail/Fax/Email To:
 CITY OF IRONDALE
 PO BOX 100188,
 101 SOUTH 20TH ST.
 IRONDALE, AL 35210
 www.cityofirondale.org
 (205) 956-9200 Fax (205) 951-1425

Applicant Complete This Box
FORM OF ORGANIZATION (Check One)
 Sole Prop. _____ Partnership _____
 Corp. _____ Professional Assoc _____
 LLC _____ Other _____

Application Type: New Owner Change Name Change Location Change UPDATE INFO.

Legal Business Name: _____

Trade Name: (If different from above) _____

Business Activities: (Brief description- Retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc.,) _____

Physical Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Telephone: _____ (Business) _____ (Fax) _____ (Home Phone)

List the Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Name	Residence Address	SSN	Title	Contact #

JOB COST (Contractors Only): _____ **Type of Job** _____

Manager or contact person _____ **Phone** _____

Email address _____

Date Business Activity Initiated or Proposed in Irondale: _____ **Business located in** _____ **or out** _____ **of City of Irondale limits**

If business is physically located in Irondale, list the owner of the building (or leasing agent) monthly rent amount and phone number: _____

State of Alabama Sales Tax # _____ **State of Alabama Use Tax #** _____ **Federal ID #** _____

State of Alabama Rental Tax # _____ **Lodging Tax #** _____

Business Types: Retail Wholesale Contractor Service Professional Manufacturer Rental Other
Tax Types: Sales Use Rental Lodging Liquor None

Requested Tax Filing Frequency: MONTHLY QUARTERLY ANNUAL (NO OCCASIONAL FILING STATUS)

License: Business License Home Occupation Business EXEMPTION PER _____

Comments: _____
 This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.
 Date _____ Signature _____ Title _____

THIS AREA FOR MUNICIPAL USE ONLY

ACCOUNT ID # _____ **NAICS CODE #** _____ **APPROVED BY:** _____

Tax Filing Frequency: Monthly Quarterly Annual

ZONING CLASSIFICATION: _____ **Zoning Reviewed by:** _____

City of Irondale
 Attention: Revenue Department
 101 South 20th Street
 Irondale, AL 35210

Name of Business: _____

Address: _____

Contact Name: _____ Telephone #: _____

NAICS # (North American Industry Classification System) _____

ALL SALES ARE SHIP BY COMMON CARRIER AND NO PHYSICAL PRESENCE IN THE CITY OF IRONDALE. YES _____ NO _____

METHOD OF DELIVERY (IF NOT BY COMMON CARRIER):

VENDOR NAME _____ CONTACT #: _____

ADDRESS _____

If any of the below question are answered "YES" a Business License is required (in order to process your application, your payment must be included).

1. If all questions are answered "NO" and all merchandise sold at retail was shipped by common carrier you must complete the business license application and report taxes only.

	YES	NO
Physical Presence (business location) or any of the below:		
Representative(s) who visit or deliver to business		
Contractor performed a job (in the City of Irondale)		
Salesperson came (into the City of Irondale)		
Delivery in own truck (in the City of Irondale)		
Maintains Equipment (in the City of Irondale)		
Leasing Equipment (in the City of Irondale)		
Leasing (in the City of Irondale)		
Nexus (in the City of Irondale)		

License fees are determined by the exact nature and type of your business. You should contact the Irondale Revenue Department at (205) 956-9200 for more information. This will determine the types of licenses required. Some licenses require State Regulatory Permits in order to issue, such as auto dealers, food establishments, and various contractors.

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

Date _____ Signature _____ Title _____

THIS FORM MUST BE SIGNED AND RETURNED WITH APPLICATION.

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE MUNICIPAL USE ONLY AREA AT THE BOTTOM.
- FORM SHOULD BE TYPED OR PRINTED LEGIBLY
- FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS
- FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY

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- ⇒ 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 city)
 - ⇒ AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.
 - ⇒ UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31, WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, 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 city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

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.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING FEE AND/OR REGISTRATION PROCESS, PLEASE CALL (205) 956-9200 OR FAX (205) 951-1425 TO OBTAIN A MORE DETAILED EXPLANATION.

Each person, firm, corporation or other business entity must obtain a City of Irondale business license prior to conducting business activity in the City of Irondale. The license year is January 1 through December 31. Business license renewals are due January 1 and delinquent after January 31 each year. Proof of State certification is required for certain classifications.

CITY OF IRONDALE, ALABAMA

DECLARATION OF U.S. CITIZENSHIP AND/OR LAWFUL PRESENCE OF AN ALIEN

The Alabama Legislature recently passed a sweeping immigration law. The law is known as the Beason-Hammons Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (hereinafter referred to as the "Act"). The Act prohibits aliens unlawfully present in the United States from (1) receiving, with certain exceptions, state or local public benefits defined by the Act or (2) entering into or attempting to enter into business transactions with a city (state or local public benefits and business transactions are hereinafter collectively referred to as "Benefits").

The Act requires that any individual that receives a Benefit from a municipality must be a U.S. citizen or an alien lawfully present in the United States. Municipalities must obtain from each individual, including any individual that is a sole proprietor or a partner in a general partnership, both a signed declaration, either of citizenship or lawful presence as appropriate, and a demonstration of such status before Benefits may be provided to the individual by the municipality.

In the case of a partnership whose partners must be verified, you are instructed to provide a copy of the partnership agreement or other appropriate documentation evidencing the names and addresses of each individual who is a partner in the partnership, and each individual partner shall execute Form A or B.



DIRECTIONS

This declaration must be completed and submitted by the applicant(s) to the City of Irondale prior to the issuance of any Benefits, which declaration shall be incorporated into and become a part of and a condition of any Benefits authorized by the City/Town. A violation of the Act may disqualify the recipients from the Benefits issued by the City/Town.

Further, the Act provides that any person who knowingly makes a false, fictitious, or fraudulent statement or representation as a part of this declaration shall be guilty of perjury in the second degree pursuant to § 13A-10-102, Ala. Code 1975. Each time a person receives a Benefit based on such statement or representation shall constitute a separate violation.

Note: Form C, contained herein, is only applicable if you are submitting a bid or request for proposals, entering into a contact with the City/Town, or receiving any grants or incentives issued by the City of Irondale. If you are only applying for a business license or renewing a business license, you do not need to complete Form C in order to obtain your business license.

SECTION I - APPLICATION FOR BENEFITS

Applicant's Legal Name(s): _____

Doing Business As (if applicable): _____

Type of Ownership (check one):

- Individual or Sole Proprietorship (complete Form A or B)
- Partnership (each partner to complete Form A or B)

Current Taxpayer Identification or Social Security Number (if applicable): _____

Business Location: _____
(Address) (City) (State) (Zip)

Type of Benefit Applied For (check one):

- License Taxes
- Other Benefits (please explain):

EACH INDIVIDUAL, SOLE PROPRIETOR, OR EACH PARTNER IN A PARTNERSHIP IF AN INDIVIDUAL, SHALL COMPLETE THE FOLLOWING:

SECTION II - U. S. CITIZENSHIP OR NATIONAL STATUS

Are you a citizen or national of the United States (check one)? Yes No

If you checked YES: Complete the Proof of Citizenship Demonstration and Declaration - Form A.

If you checked NO: Complete the Verification, Demonstration and Declaration of Lawfully Present Alien - Form B

For official use only

FORM A

Citizenship status confirmed by: _____, date _____

Proof of Citizenship Demonstration and Declaration

In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a U.S. Citizen to receive a public benefit or conduct a business transaction with the City of Irondale, each such individual/citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a copy of a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- Driver's license or non-driver's identification card (issued by the division of motor vehicles or the equivalent governmental agency of another state within the United States if the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship).
- Birth certificate (that verifies United States citizenship).
- Pertinent pages of a United States valid or expired passport (identifying the applicant and the applicants passport number), or presentation of the U.S. Passport.
- United States naturalization documents or the number of the certificate of naturalization.
- Other documents or methods of proof of United States citizenship (issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto).
- Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- Official United States military record of service (showing the applicant's place of birth in the United States).

CITIZENSHIP DECLARATION

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.

(Declarant's Signature and Date)

For official use only.

FORM B

Presumptive alien status confirmed by _____, date _____

SAVE Verification received by _____, date _____

Verifications, Demonstration, and Declaration of Lawfully Present Alien

A. SAVE Verification. In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to receive a public benefit or conduct a business transaction the City of Irondale the City of Irondale must verify, using the Systematic Alien Verification of Entitlement (SAVE) Program, that such alien is lawfully present in the United States.

In order to obtain such verification, each such alien must provide: (1) his or her Alien Registration Number, which is a follows: _____; and (2) a copy of non-citizen immigration documents.

B. Presumptive Lawful Present. ~~In order for an individual, including an individual, who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully presented alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by a executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of one of the following items.~~

Note that if the presented items does not include picture identification, please also provide a valid form of picture identification and if the presented item does not show the person's current legal name, please alsos provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- A valid, unexpired Alabama driver's license
- A valid, unexpired Alabama non-driver identification card
- A valid tribal enrollment card or other form of tribal identification
- Any valid United States federal or state government issued identification document
- A foreign passport with an unexpired United States Visa and a corresponding stamp or notation
- A foreign passport issued by a visa waiver country

DECLARATION OF LAWFULLY PRESENT ALIEN

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.

(Declarant's Signature and Date)