



SMALL TOWN, BIG BEACH

Dear Taxpayer,

Welcome and thank you for doing business in the City of Gulf Shores. You are currently using a management company which will be remitting lodging tax on your behalf. At the same time, should you also self-manage, you will be liable for collecting and remitting lodging tax based on gross receipts collected (including cleaning & parking fees) to State, County and City on a monthly basis. Please contact the City of Gulf Shores Revenue Division immediately with any changes to your business.

If you have any questions, please feel free to contact us at (251) 968-2426 or by email at revenuedivision@gulfshoresal.gov.

Revenue Division

LODGING TAX		
Homes and condos rented less than 180 consecutive days in Gulf Shores are required to charge a total of 11% (8.5 % in Police Jurisdiction) lodging tax (4% to State, 2% to County, 5% [2.5% in the P.J.] to City). Returns must be filed separately to the State and City, and can be filed online -- go to ADOR website listed below for more information.		
Alabama Department of Revenue	(866) 576-6531	https://myalabamataxes.alabama.gov/
City of Gulf Shores Revenue Division	(251) 968-2426	www.gulfshoresal.gov



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TIPS FOR NEW TAXPAYERS

- It is your responsibility to maintain a current mailing address and other pertinent account information with the Revenue Department.
- The City Business License runs on the calendar year. In December a Renewal Notice will be mailed to the mailing address on record. Timely renewal must be made whether or not notice is received. The Business License cost is a privilege tax for conducting business in the City.
- You may file your State, County, and City tax returns using the Internet. You will need to register to Obtain account numbers in order to file through this site. Go to for further information: <https://myalabamataxes.alabama.gov/>.
- All returns are due by the 20th of the month following the reporting period for which you are filing. If you are mailing a paper return, it must be postmarked by the 20th in order to be filed in a timely manner.
- Unless specifically asking to be set up as a quarterly, occasional or annual filer, you must file a return for *each* month. **Lodging tax must be filed monthly.** If there was no activity one month, as a monthly filer, **you must file every month -- even if it is a zero report.**
- Tax Return form is available for you to download at www.gulfshoresal.gov . From the home page, click the link in the center of the page “Documents & Forms” then in the Document Center select the Revenue folder.
- Be **sure** to write in the period for which you are filing!
- Also be **sure** to write in your account number! This is your “Taxpayer ID” that is printed on the center of your Business License Certificate -- it remains the same from year to year.
- Please be sure to write in your complete name and address in the space provided on the tax report.
- The discount on Sales Tax is limited to \$400.00. **No discount is applicable when filing Use or Rental/Lease Tax.**