

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. Go to: <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 forms are 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.
- 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 Number” that is printed on the upper right portion of your Business License -- 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.**