



SMALL TOWN, BIG BEACH

Dear Taxpayer,

Welcome and thank you for doing business in the City of Gulf Shores. Enclosed you will find your tax return form along with Instructions for Completing Your Tax Return. **Please use this form as your Master Copy to make copies from as needed for your monthly filings.**

If you have any questions, please feel free to contact us at (251) 968-2426 or by email at [revenue@divison@gulfshoresal.gov](mailto:revenue@divison@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 15% (10.5 % in Police Jurisdiction) lodging tax (4% to State, 2% to County, 9% to City [4.5% Police Jurisdiction]). Returns must be filed separately to the State and City, and can be filed online -- go to ADOR website listed below for more information. If you are currently with a management company, they will be remitting your lodging tax on your behalf. Please be aware if you are renting your property while using a management company, you will be responsible for lodging tax as well.		
Alabama Department of Revenue	(866) 576-6531	<a href="https://myalabamataxes.alabama.gov/">https://myalabamataxes.alabama.gov/</a>
City of Gulf Shores Revenue Division	(251) 968-2426	<a href="http://www.gulfshoresal.gov">www.gulfshoresal.gov</a>



SMALL TOWN, BIG BEACH

## 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 20<sup>th</sup> 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 20<sup>th</sup> 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](http://www.gulfshoresal.gov) . From the home page, click the link on the left of the page “Business License and Taxes” then select Tax Type.
- Be **sure** to write in the period for which you are filing.
- Also be **sure** to write in your Tax License Number.
- Please be sure to write in your complete name and address in the space provided on the tax report.