

CHECKLIST FOR BUSINESS LICENSE APPLICATION

- Did I provide my Federal Tax ID number (FEIN or TIN)? *This is issued by the IRS.*
- Did I provide my State of Alabama tax ID and/or sales tax number? *This number usually begins with the letter "R" unless filing under your SSN.*
- Did I provide my NAICS (North American Industry Classification System) Code? *Visit <https://www.census.gov/eos/www/naics/> to determine your NAICS code. Businesses with multiple activities may have more than one NAICS code they operate under.*
- Did I check the form of Ownership (Sole Proprietor, LLC, Corp, Partnership)? *You must select sole proprietor, unless you have legally filed LLC or Corporation papers with your Home County and/or state. Partnerships must provide agreement paperwork.*
- Did I provide the business name? *Legal business name is the name the business files taxes under. The trade name is usually DBA. Please list legal business name and, if applicable, DBA.*
- Did I provide the business activities? *License fees are based on the business activity conducted inside the city limits of Alabaster. If more than one activity, please list each one.*
- Did I provide physical and mailing addresses? *If physical address is inside city limits, you will need to be approved by the zoning department and fire marshall. You may need to complete some additional paperwork. Each location, parcel, and/or suite needs a separate application. A physical address cannot be a PO Box or UPS mailbox store.*
- Did I provide contact information? *A telephone number for the business and business owner is needed. You must also provide an email address as an additional contact means.*
- Did I provide name and number for a contact individual? *This individual is either the business owner or someone who you will allow the City of Alabaster to speak with concerning your business license.*
- Did I provide information of all owners and/or partners? *SSN is not needed unless you file taxes under that number.*
- Did I provide a copy of recorded Articles of Incorporation, LLC, and/or partnership agreements (if applicable)? *A recorded copy is stamped showing where the articles were recorded in your home county and/or state.*
- Did I date and sign my application? *An application not signed is considered incomplete. It must be signed by someone who is authorized to act on behalf of the company and must be listed on application.*
- Did I provide the start date of business activities? *This is the date you began/will begin your business.*
- Did I provide the estimated gross receipts? *This does not apply to all businesses, but does apply to most. Some business are based on different criteria such as number of technicians, units, sq footage, ect.*

If you need additional assistance, please contact the revenue department at
(205) 664-6844 or revenue@cityofalabaster.com

UNDER PENALTY OF PERJURY, I _____ (PRINT NAME), THE
UNDERSIGNED DO HEREBY DELARE, THAT I AM A CITIZEN OF THE UNITED STATES OF AMERICA OR THAT I AM A
LAWFULLY PRESENT ALIEN IN THE UNITED STATES OF AMERICA.

(DECLARATOR'S SIGNATURE)

DATE