



City Of Bay Minette  
Finance Department  
Bay Minette, AL 36507 - (251) 580-1619  
301 D'Olive Street, Bay Minette, AL 36507  
Pwade@cityofbayminetteal.gov

Dear City of Bay Minette Special Event Participant:

## **BUSINESS LICENSE**

You may be required to purchase a business license for the City of Bay Minette.

**Please see the enclosed Vendor Business License Checklist enclosed.**

If you have any questions, please call the number listed on the Business License Checklist. You may mail your application with payment to the address listed on the Business License Checklist, or you may go by City Hall in Bay Minette to purchase your license.

**Failure to obtain a City of Bay Minette license may result in a citation issued with additional penalty, interest and court fees.**

## **SALES TAX**

See the reverse side of this letter for the TAX form to be completed to report your sales tax to the City of Bay Minette. Your sales tax payment is due no later than the twentieth (20<sup>th</sup>) of the month following the event. Please attach your check or money order to the form and return to the address on the form.

**WHO FILES: Everyone registered for a booth or making tangible sales during an event held inside the city limits of Bay Minette.**

**Note: If you had zero sales or did not attend, please complete the tax form noting your particular situation**

### **PLEASE NOTE:**

**If you have an individual sales tax account and will be combining these special event sales with your other sales, please list your City of Bay Minette Tax ID number on the tax form. Also, please include your Social Security or Federal ID number.**

If you have any questions regarding this tax or need help in computing your tax, please contact this office at the number listed above.



**City of Bay Minette**  
**SALES & USE TAX DEPARTMENT**  
301 D'Olive Street, Bay Minette AL 36507  
Pwade@cityofbayminetteal.gov

(251) 580-1619 Main Line  
(251) 580-1652 Fax

## SPECIAL EVENT SALES TAX REMITTANCE FORM

*Refer to letter on reverse side for instructions on completing this form and mailing payment.*

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Name: \_\_\_\_\_ SS# / FEIN#: \_\_\_\_\_

E mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***\*\*I will file these sales on my City of Bay Minette tax ID#\_\_\_\_\_. Please complete your sales total for this event and list the City of Bay Minette ID# in which you will file and pay these taxes. If you choose to file your Special Event sales tax online through My Alabama Taxes (MAT) electronic filing system, please list your gross sales below but no sales tax calculation or remittance should accompany this form.***

### SALES TAX CALCULATION

\$ \_\_\_\_\_ **LIST Gross Sales-** The sales tax rate for Bay Minette is **3%** and is collected on gross proceeds of all sales of tangible personal property, crafts, furniture, artwork, food, etc. during the event.

\$ \_\_\_\_\_ **Total Tax Due** (3% x gross sales)

\$ \_\_\_\_\_ **Less Discount - IF PAID ON TIME**  
**5%** of the **tax due** if \$100.00 or less  
**2%** of **tax due** on any amount over the first \$100.00.

\$ \_\_\_\_\_ **Add 20% Penalty** on the **Tax Due** if filed and or paid late  
(10% failure to file, 10% failure to pay.)

\$ \_\_\_\_\_ **Add Interest** on the **Tax Due** if filed late. \*Please see  
<http://revenue.alabama.gov/salestax/interest.cfm> for current rates. Current Interest  
Rate ÷ 365 days = daily rate. Daily rate x number of days late = interest rate due.

\$ \_\_\_\_\_ **Total Amount** for which remittance is attached.

This return, including accompanying schedules or statements, has been examined by me and is to the best of my knowledge and belief a true and complete return made in good faith, for the period stated.

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . Signature \_\_\_\_\_

**\*\*Please make check payable to City of Bay Minette\*\* All returned checks will be assessed a \$35.00 service charge.**



**City of Bay Minette**  
**Finance Department**

Bay Minette, AL 36507 • (251) 580-1619  
301 D'Olive Street, Bay Minette, AL. 36507  
Pwade@cityofbayminetteal.gov

## Special Event/Vendor Business License Application Checklist

Mail completed forms and applicable documents to:

**City of Bay Minette**  
**Finance Department**  
**301 D'Olive Street**  
**Bay Minette, AL 36507**

- Fully completed Business License Application signed by duly authorized person.
- A copy of valid government issued identification of the authorized individual signing the business license application
- All applicable business license fees - \$25.00 for participation in one calendar event, or for participation in all special events held throughout the year in the city, an annual license can be purchased with payment of the applicable ordinance based fee. All checks should be made payable to the City of Bay Minette. Mailing address: City of Bay Minette, Finance Dept., 301 D'Olive Street, Bay Minette, AL 36507

**FOOD VENDORS ONLY - ALL OF THE ABOVE DOCUMENTATION, PLUS THE FOLLOWING:**

- Clearance from the Bay Minette Fire Department. Please contact the Bay Minette Fire Department at 251-580-1617 or SWStewart@cityofbayminetteal.gov.
- Baldwin County Health Department food permit. Please contact the Baldwin County Health Department at 251-947-3618.

**PLEASE NOTE: Food Vendor Business License Applications will not be processed and/or issued without all of the above-mentioned documents and information.**



# City of Bay Minette Finance Department

Bay Minette, AL 36507 • (251) 580-1619  
301 D'Olive Street, Bay Minette, AL 36507  
Pwade@cityofbayminetteal.gov

## Special Event/Vendor Business License Application

*(Please print legibly or type)*

FORM OF OWNERSHIP:  CORPORATION  LLC  SOLE PROPRIETOR  PARTNERSHIP

FEIN / SSN: \_\_\_\_\_

LEGAL BUSINESS NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

ACTIVITY/PRODUCT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS:

SAME AS PHYSICAL ADDRESS

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ONE EVENT ONLY (PER EVENT)\*  
(VALID FOR ONE (1) EVENT ONLY-LESS THAN 5 DAYS).  
\$25 LICENSE FEE.

\*If business/residence in city limits, this option not available.

MULTIPLE EVENTS (ANNUAL) LICENSE FEE\*  
(VALID THROUGH DEC 31ST)

\*Fee will be based on application ordinance based fee. All other City ordinances will apply.

I will report any and all sales tax information to the sales tax revenue officer or the Alabama Dept of Revenue.

**\*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 persons listed**

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

### THIS AREA FOR MUNICIPAL USE ONLY

ACCT ID: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_