City of Huntsville
Finance Department
308 Fountain Circle · P.O. Box 308 · Huntsville, Alabama 35804
Phone (256) 427-5070 · Fax (256) 427-5064

For Department Use Only
Date Received: _____
Confirmation Ltr: _____
COH ID: _____
CT OFC: _____

TAX ACCOUNT REGISTRATION FORM

Confidential

The information supplied in this application will be used to complete the tax registration process with the City of Huntsville. Return completed form to the address or fax number above. You will receive notification of your Huntsville account number after processing. If you have any questions, please call (256) 427-5070 or email financetax@HuntsvilleAL.gov

BUSINESS INFORMATION

Legal Name of Business: _____ Trade Name (d/b/a): _____

Federal ID Number: _____ Type of Business: _____

State of AL City/County (9501) Account Number: _____ NAICS Code: _____

Date Huntsville Tax Collection Began: _____

Mailing Address: _____ City, State, Zip: _____

Contact Name: _____ Title: _____

Email Address:_____ Phone Number: _____

Contact Name: _____ Title: _____

Email Address:_____ Phone Number: _____

Please check all that apply.

- ☐ Sales reps or employees solicit business in Huntsville
- ☐ Deliveries made into Huntsville via company owned or leased vehicles
- ☐ Deliveries made into Huntsville via common carrier or US Postal Service
- ☐ Repairs, maintenance, construction or installation services performed in Huntsville
- ☐ Isolated transactions in Huntsville requiring tax remittance
- ☐ Business location in Huntsville
- ☐ Personal property leased in Huntsville

TYPE OF OWNERSHIP

☐ Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Other _____

Name the **person, officer or member** responsible for payment of taxes, reporting and/or receiving confidential tax information.

Authorized Tax Official: _____Title: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Driver License (State/Number):_____

TAX FILING INFORMATION

Filing Frequency

☐ Monthly ☐ Annual
☐ Quarterly ☐ Occasional

Tax Type

☐ Sales ☐ Rental
☐ Consumers Use ☐ Sellers Use ☐ Lodging (Monthly Only)
☐ Liquor (Monthly Only)
☐ Gasoline (Monthly Only) ☐ Tobacco (Monthly Only)

Tax Filing Method:

File Return and Payment ELECTRONICALLY ☐
(If you file electronically with the State of Alabama, then you are required to file electronically with the City of Huntsville. Visit our website at www.huntsvilleAL.gov/tax for detailed instructions.)

File Return and Payment by MAIL ☐

AUTHORIZATION TO SUBMIT TAX ACCOUNT REGISTRATION

_____
Date Printed Name Signature Title

By signing this form, you authorize release of confidential tax information to individuals named on this form.