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NOTICE

To: All Alabama Municipalities

Subject: New Municipal Business License Reporting

When the legislature passed Act 2017-294, known as the Wholesale to Retail Accountability Program (WRAP), it included Section 40-23-262, Code of Alabama 1975. This section requires information on all municipal business privilege license applications for new licenses and renewals issued on or after October 1, 2019, to be electronically transmitted to the Department by the licensing official or agent in the same manner as privilege licenses issued pursuant to Section 40-12-30, Code of Alabama 1975. The reports are due monthly.

The new Municipal Business License Reporting site is now available. This site will allow you to use your web browser to quickly, easily and securely upload your report files. To access the site log on to the Local Governments' Online Reports website at: https://www.alabamainteractive.org/ador_report/ and navigate to the Business License Reporting section.

Most municipalities already have access to the above referenced Online Reports website. However, the Local Tax Unit will grant additional access, if needed, to the municipality for another contact person (user) for your locality to upload the Municipal Business License report. To request an additional logon please contact the Local Tax Unit by email at LocalTaxUnit@revenue.alabama.gov or by telephone at (334)242-1443 or (334)242-1499.

The first report is due no later than November 20, 2019 for the period of October 2019 which covers all licenses issued on or after October 1, 2019 through October 31, 2019. For each month thereafter, the electronic report will be due on or before the 20th day of the next month in which the license is issued. If you would like to upload your September 2019 data during the month of October to test your upload files, please feel free to do so.

For information on creating the Municipal Business License upload files see the "Municipal License Reporting" section on the following webpage: <https://revenue.alabama.gov/sales-use/local-government-forms/>. Links to this information are also available on the business license reporting site.

For your convenience, and to insure accurate reporting, the WRAP unit of the Sales & Use Tax Division is available to answer questions regarding the municipal license reporting requirements. Please contact the WRAP unit by email at wrap@revenue.alabama.gov or by telephone at (334) 353-0440.

To view or print a copy of Act 2017 – 294 or Act 2014 - 430, please use this web address:
<http://arc-sos.state.al.us/CGI/actnumber.mbr/input>