

INSTRUCTIONS

- Enter the reporting period. For example: January 2000, Jan. 2000, 1/2000
- Determine the gross tax due by working across the form on the correct tax type and tax rate line.
- For businesses with a physical location in the City of Decatur, enter the TOTAL gross and any allowable deductions.
- If the business is not physically located in Decatur, do not include totals for an entire district, region, division, etc. Include only the gross and deductions for transactions in Decatur.
- Calculate the net tax due, sign and date the report, mail the report and payment to: City of Decatur, c/o Wachovia Bank, P.O. Box 934640, Atlanta, GA 31193-4640
- Mail any zero tax reports, or other correspondence without payments to: City of Decatur, Revenue Dept., P.O. Box 488, Decatur, AL 35602-0488

DEFINITIONS

Automotive: New and used automotive vehicles, semi-trailers, truck trailers, manufactured housing, motorcycles, riding lawnmowers, or otherwise defined as automotive by the State of Alabama Sales Tax Law.

Manufacturing: Machines and replacement parts used in mining, quarrying, compounding, processing, or manufacturing tangible personal property.

General: Tangible personal property not defined as automotive or manufacturing machinery. Includes cost of food sold through vending machines, gross receipts from places of amusement (admissions), retail selling price of property purchased at wholesale and withdrawn for use.

Consumer Use Tax: The counterpart of the Sales Tax and should be paid by businesses when purchases are made outside the City of Decatur on items not for resale and for which a city sales tax has not been paid to the seller. The basis for this tax is the purchase price.

- Replicated tax reports must include an account number assigned by the City of Decatur and a tax reporting code identifying the type of tax and your filing frequency.

City of Decatur, Alabama
Sales / Seller's Use / Consumer's Use / Leasing Tax Report

Reporting Period _____

Mail Return with Payment to
City of Decatur • c/o Wachovia Bank
P.O. Box 934640
Atlanta, GA 31193-4640
Must use entire 9 digit zip code

RETURN DUE
Monthly filers should
file each calendar month on or before the
20th of the following month

Office Use Only

Account No. _____ Reporting Code _____

Sales Due _____ Rental Due _____
Paid _____ Paid _____
Short _____ Short _____
Over _____ Over _____

Date Paid: _____

Reporting questions? email them to: taxhelp@decatur-al.gov

Check here if this is a final tax return Please visit www.decaturalabamausa.com if you need help with this form or to print extra forms.

Type of Tax/Tax Area	(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Gross Sales Amount	Total Deductions	Net Taxable	Tax Rate	Gross Tax Due	Discount Taken 1%	Net Tax
Sales Tax / Seller's Use							
a. Automotive Rate				1%			
b. Manufacturing Rate				1.50%			
c. General Rate				4%			
Consumer Use Tax							
a. Automotive Rate				1%		N/A	
b. Manufacturing Rate				1.50%		N/A	
c. General Rate				4%		N/A	
Leasing / Rental Tax							
a. Automotive Rate				1%			
b. Manufacturing Rate				1.50%			
c. General Rate				4%			

- All returns with zero tax due or any correspondence should be mailed to: City of Decatur Revenue Dept. P.O. Box 488, Decatur, AL 35602-0488
- For questions or assistance (256) 341-4546
- Fax No. (256) 341-4537
- Postmark cancellation determines timely filing

By signing this report I am certifying that this report, including any accompanying schedules or statements, has been examined by me and is to the best of my knowledge and belief, a true and complete report for the period stated.

Date _____ Title _____

Signature _____

(1) TOTAL TAX DUE (Total of Column E)	
(2) DISCOUNT (If submitted prior to filing deadline) (Total of Column F)	
(3) PENALTY (Item 1 x 15%)	
(4) INTEREST (Item 1 x 1% per month delinquent)	
(5) CITATION FEE (If delinquent add \$1.50)	
(6) NET TAX DUE (1-Item 2; if delinquent, Items 1+3+4+5)	
TOTAL AMOUNT DUE & ENCLOSED	

Make check payable to "City of Decatur"