

(251) 928-3002 - EASTERN SHORE  
 (251) 943-5061 - SOUTH BALDWIN  
 (251) 937-9561 - NORTH BALDWIN

**BALDWIN COUNTY**  
**SALES & USE TAX DEPARTMENT**  
 P.O. BOX 189  
 ROBERTSDALE, AL 36567  
 (251) 972-6836 - Fax

**OFFICE USE ONLY**  
 BATCH \_\_\_\_\_  
 CK/CASH \_\_\_\_\_  
 AMOUNT \_\_\_\_\_  
 INITIALS \_\_\_\_\_

**TAX RETURN**

REPORTING PERIOD: \_\_\_\_\_

TAX LIABILITY: \_\_\_\_\_

TAX ID. \_\_\_\_\_

TAXPAYER NAME \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

Check here if this is a final tax return

To avoid penalties and interest you will need to complete all sections of the return your business is liable for or signed up for on your application. If any changes have occurred in your information for the business or # of outlets, please contact our office for an updated application form.

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
TYPE OF TAX	Gross Taxable Amount	Deductions: Details on back	Net Taxable (Column A-B)	Tax Due (C x Tax Rate)	Discount (If timely filed & paid)	Penalty – If not timely filed	Penalty – If not timely paid	Interest – Please see instructions	Total Tax Due, D-E or D + F + G + H
<b>SALES TAX:</b>									
General 3%									
Amusement 3%									
Vending 3%									
Automotive 1.25%									
Farm 1.25%									
Machine 1.25%									
<b>SELLERS USE TAX:</b>									
General 3%									
Amusement 3%									
Vending 3%									
Automotive 1.25%									
Farm 1.25%									
Machine 1.25%									
<b>CONSUMER USE TAX:</b>									
General 3%									
Amusement 3%									
Vending 3%									
Automotive 1.25%									
Farm 1.25%									
Machine 1.25%									
<b>RENTAL TAX:</b>									
General 4%									
Automotive 1.75%									

\*DISCOUNT APPLIES TO SALES TAX ONLY, and only when TOTAL taxes are paid on time. 5% discount on tax amount up to \$100.00; 2% on amount over \$100.00. Maximum allowed \$400.00  
 This return must be postmarked by the 20<sup>th</sup> of the month following the reporting period for which you are filing to be considered a timely return. 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 above.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Print Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

(1) TOTAL TAX DUE – TOTAL OF COLUMN I			
(2) NUMBER OF AUTO'S WITHDRAWN \$7.50 EACH			
(3) CREDIT VOUCHER AMOUNT (DEDUCT FROM TOTAL TAX DUE)			
(4) TOTAL AMOUNT DUE & ENCLOSED			

## Instructions for Filing Baldwin County Tax Return

- Column A Enter gross sales (both cash/credit, nontaxable/ taxable).  
 Column B Enter total deductions from standard deductions summary table below.  
 Column C Enter net taxable – Column A (gross receipts) less Column B (total deductions).  
 Column D Enter tax due for EACH tax type due by multiplying tax rate by Column C (net taxable).  
 Column E Enter discount 5% of first \$100 tax due or less and 2% for any tax over \$100. Only allowable if return is timely filed AND paid. Maximum discount is 400. **ONLY ALLOWED ON SALES TAX.**  
 Column F (Use only if return is late). Enter 10% of tax due or \$50, whichever is greater for failure to timely **file**.  
 Column G (Use only if return is late). Enter 10% of tax due for failure to timely **pay**.  
 Column H (Use only if return is 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.
- (1) Total tax due – Add all amounts in Column 1 (total tax due) minus Column E (discount) or if tax is not timely filed, add Column F and/or if not timely paid, add Column G plus interest Column H for each month delinquent.
  - (2) Number of autos withdrawn – Enter number of autos x \$7.50.
  - (3) Credit voucher – Enter any credit amount that has been approved by Baldwin County. Must have received a voucher.
  - (4) Total amount due – Enter the total amount that is due.

## Standard Deduction Summary Table

(Summary below must be completed to correspond with total deductions on front of the tax report)

Type of Tax	Wholesale Sales	Auto/Mach Trade-Ins	Labor/Non Taxable Service	Sales/Deliv. Outside Jurisdiction/ Rental	Sales to Gov't or Agencies	Sales of Gas or Lube Oils	Other Allowable Deductions	Total Deductions
<b>SALES TAX:</b>								
General 3%								
Amusement 3%								
Vending 3%								
Automotive 1.25%								
Farm 1.25%								
Machine 1.25%								
<b>SELLERS USE TAX:</b>								
General 3%								
Amusement 3%								
Vending 3%								
Automotive 1.25%								
Farm 1.25%								
Machine 1.25%								
<b>CONSUMER USE TAX:</b>								
General 3%								
Amusement 3%								
Vending 3%								
Automotive 1.25%								
Farm 1.25%								
Machine 1.25%								
<b>RENTAL TAX:</b>								
General 4%								
Automotive 1.75%								

### INSTRUCTIONS & INFORMATION CONCERNING THE COMPLETION OF THIS REPORT

To avoid the application of penalties and/or interest, the return must be filed on or before the 20<sup>th</sup> of the month following the period for which the return is submitted. Cancellation postmark will determine timely filing. If ANY information changes on your account, please contact our office for an updated form. Any credit for prior overpayment must have been approved by this Department. This report must be filed monthly unless you have requested and been approved by this Department for a change in filing status.