

ALABAMA DEPARTMENT OF REVENUE

BUSINESS & LICENSE TAX DIVISION

810-8-5-.11. Mechanism to be used to Notify Municipalities.

(1) **PURPOSE:** Act 2006-586 requires the Department of Revenue to distribute a list of state regulatory boards and agencies to all municipal license officers. In order to ensure that the list of regulatory boards and agencies is received at the proper place and in a timely manner, the Department will send the list to the location and contact person of each municipality as designated on the registration form filed with the Department.

(2) **REQUIREMENT:** The Department is required to distribute a list of regulatory boards and agencies to municipal license officers for use in issuing business licenses. The list will be distributed to municipalities using the addresses shown on the forms prescribed in paragraph three (3) below. The form should be submitted to the Alabama Department of Revenue, Sales, Use and Business Tax Division, License Section, P. O. Box 327550, Montgomery, Alabama 36132-7550.

(3) **REGISTRATION FORM:** The form attached as Appendix A entitled [Municipality Registration Form](#) should be completed by each municipality to indicate the location and contact person to receive the list of state regulatory boards and agencies. The following information should be provided.

- (a) Municipality's (city or town) name.
- (b) Telephone number.
- (c) Physical address.
- (d) Mailing address.
- (e) Contact person's name, e-mail address, and telephone number.
- (f) Preferred delivery method.
- (g) Signature of authorized officer.

(4) **REPORTING CHANGES:** Any changes (i.e. address, telephone number, contact person) should be reported to the Department in writing on a registration form, as prescribed in paragraph three (3) above.

(5) **INITIAL DISTRIBUTION:** Municipalities furnishing the required registration form prior to November 1, 2006 will receive the initial list of regulatory boards to be distributed on or about December 1, 2006. (Sections 40-2A-7 (a)(5), Code of Alabama 1975 and Act 2006-586, effective November 30, 2006)