Dear Chain Store Licensee:

Store licenses, including Chain Stores, as defined at §40-12-312 & §40-12-315 (Code of Alabama, 1975) require a full listing of each Store physically located in the State of Alabama. Please complete the form on the back of this cover letter (make copies as needed or attach a similar report). Return by email to [JeffCoBusinessLicense@JCCAL.ORG](mailto:JeffCoBusinessLicense@JCCAL.ORG), by mail to the P.O. Box address listed above, or hand-deliver to any location listed below.

**If there are no changes to the stores listed on the reverse of this form, then you may visit** [**SRT.JCCAL.ORG**](https://srt.jccal.org/) **to upload the store listing and renew your licenses online.** If there are any store closures or store additions since last license year, you will not be able to renew your chain store license online at this time. We are working hard to add features to allow account changes to your account to allow the online renewal process for accounts with modifications, and we promise to make every effort to get this done by next renewal season.

If you added or deleted stores in Alabama, returning this information before the last business day of September will improve our ability to update the Chain Store records and send a corrected billing statement to assist in meeting the October 31 deadline.

We have assigned the use of email address [JeffCoBusinessLicense@JCCAL.ORG](mailto:JeffCoBusinessLicense@JCCAL.ORG) to the business community for questions and submission of .pdf format documents. Include the business entity name and Jefferson County assigned 6-digit business number in the subject line.

In response to threats posed by bad actors and in compliance of §40-2A-10 those who rely on 3rd party vendors to report and remit any Jefferson County Department of Revenue liability, a Power of Attorney (POA) will authorize us to communicate with that vendor. A POA may be emailed to [JeffCoBusinessLicense@JCCAL.ORG](mailto:JeffCoBusinessLicense@JCCAL.ORG).

Contact Name / Title Email Address

Mail, or email all forms and affidavits to:

Department of Revenue email: [JeffCoBusinessLicense@jccal.org](mailto:JeffCoBusinessLicense@jccal.org)

P.O. Box 12207 (attachments in .pdf format)

Birmingham, AL 35202-2207

All remittance instruments are *Payable To:* ***Scott Moore, Director***.

Send us an email or call (205) 325-5195 to address any questions – a member of the Business License team will support your compliance efforts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Birmingham Courthouse | Bessemer Courthouse | Hoover Satellite | Center Point Satellite | Northern Satellite |
| 716 Richard Arrington Jr Blvd. N, Ste A100 | 1801 3rd Avenue N, Rm 109 | 1901 Hoover Court | 2651 Center Point Pkwy | 651 Main Street |
| Birmingham, AL 35203-0110 | Bessemer, AL 35020 | Hoover, AL 35226 | Birmingham, AL 35215 | Gardendale, AL 35071 |
| (205) 325-5171 | (205) 481-4110 | (205) 497-8976 | (205) 714-7175 | (205) 909-3610 |

**Alabama Store Listings as Reported Last Year for Account \_\_\_\_\_\_\_\_\_\_\_\_*\_*\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # of AL Stores | Acct# | Doing Business As / Trade Name | Store Location Address | New or Closed Stores Date Closed / Date Opened |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |

Add any Alabama Stores Not Listed Above and Include the Date the Location Opened. If Any Stores Listed Above Have Closed, List the Closing Date. Add New or Remove Any Closed Stores from the Calculation Below. You may create a like listing of Alabama store locations.

**Add Additional Sheets if Needed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **License Billing Table** | | | | | | | | | | | | | |
| **# of AL Stores** |  |  | **# of AL Stores** |  |  | **# of AL Stores** |  |  | **# of AL Stores** |  |  | **# of AL Stores** |  |
| **Total Cost** | **Total Cost** | **Total Cost** | **Total Cost** | **Total Cost** |
| **1** | **$2.50** | **11** | **$227.50** | **21** | **$692.50** | **31** | **$1,832.50** | **41** | **$2,972.50** |
| **2** | **$19.00** | **12** | **$266.50** | **22** | **$806.50** | **32** | **$1,946.50** | **42** | **$3,086.50** |
| **3** | **$35.50** | **13** | **$305.50** | **23** | **$920.50** | **33** | **$2,060.50** | **43** | **$3,200.50** |
| **4** | **$52.00** | **14** | **$344.50** | **24** | **$1,034.50** | **34** | **$2,174.50** | **44** | **$3,314.50** |
| **5** | **$68.50** | **15** | **$383.50** | **25** | **$1,148.50** | **35** | **$2,288.50** | **45** | **$3,428.50** |
| **6** | **$92.50** | **16** | **$422.50** | **26** | **$1,262.50** | **36** | **$2,402.50** | **46** | **$3,542.50** |
| **7** | **$116.50** | **17** | **$461.50** | **27** | **$1,376.50** | **37** | **$2,516.50** | **47** | **$3,656.50** |
| **8** | **$140.50** | **18** | **$500.50** | **28** | **$1,490.50** | **38** | **$2,630.50** | **48** | **$3,770.50** |
| **9** | **$164.50** | **19** | **$539.50** | **29** | **$1,604.50** | **39** | **$2,744.50** | **49** | **$3,884.50** |
| **10** | **$188.50** | **20** | **$578.50** | **30** | **$1,718.50** | **40** | **$2,858.50** | **50** | **$3,998.50** |
| **If total locations in Alabama exceed 50, multiply the number of stores over 50 by $114 and add the total to $3,998.50.** | | | | | | | | | | | | | |

Instructions: Take the number of stores and locate the license cost located in the table above, being sure to add or deduct for new/closed stores. For businesses exceeding 50 stores take the number of locations exceeding 50 and multiply by $114 and add to the 50-store base price of $3,998.50, ex**.** 54 store locations were licensed last year. 2 locations closed for a total of 52 store locations for this license year. The license cost would be the base cost for 50 locations of $3998.50 **plus** 2 locations x $114 = $4,226.50.

If no changes are being made to the number of store locations upload this or like form and make payment at SRT.JCCAL.ORG. If the number of locations has changed from the list above, mail this or like form listing all store locations in Alabama and payment made payable to Scott Moore, Director to: Department of Revenue P.O. Box 12207 Birmingham, AL 35202-2207.