JEFFERSON COUNTY DEPARTMENT OF REVENUE

SALES AND USE TAX

Email: JeffcoAudit@jccal.org

Phone: (205) 731-2929, Option 4

**CONSOLIDATION OF SALES TAX REPORTING REQUIREMENTS**

Beginning January 1, 2025, businesses will no longer file two separate tax returns for the General and Special Revenue Sales Taxes. These taxes will now be reported by the seller as one 2% rate on one tax return. For items that qualify for reduced rates e.g. automobiles, manufacturing equipment, these will also be combined. The combined tax rates effective January 1, 2025, will be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sales Tax:** |  |  | **Use Taxes:** |
| General - 2.000% |  |  | General - 2.000% |
| Grocery – 2.000% |  |  | Grocery – 2.000% |
| Amusement - 2.000% |  |  | Automotive - 0.750% |
| Automotive - 0.750% |  |  | Farm – 0.750% |
| W/D Fee - $2.50 |  |  | Manufacturing – 0.750% |
| Farm - 0.750% |  |  | General - 2.000% |
| Manufacturing - 0.750% |  |  | Grocery – 2.000% |
| Vending - 1.500% |  |  |  |

*Please note that the total tax due has not changed, and tax law regarding abatements and sales tax holidays has not changed. The only change is the reporting method from two returns to one return.*

***Separate returns must be filed for sales tax, sellers use tax and consumers use tax.***

For questions or further information, contact us by email at [jeffcoaudit@jccal.org](mailto:jeffcoaudit@jccal.org),

or call us at (205) 731-2929 Option 4.

GENERAL SALES TAX INFORMATION:

The Jefferson County sales tax is levied on the sales of tangible personal property at retail (except as specifically exempted by law) within Jefferson County and the gross receipts on admissions to public places of amusement or entertainment in Jefferson County.

WHEN RETURNS AND TAX ARE DUE:

Sales and use tax returns must be received by the Jefferson County Department of Revenue with a payment of the amount due on or before the 20th day of the month following the calendar month covered by the return.

PENALTIES:

All returns not received by the Jefferson County Department of Revenue before the close of business on the 20th day of the month following the month covered by the report are subject to a penalty of 10% of the amount of tax due (minimum $50) plus interest. All payments not received before the close of business on the 20th day of the month following the month covered by the report are subject to a penalty of 10% of the tax due plus interest.

DISCOUNT:

A discount of 5% is allowed on sales tax due up to $100.00 and 2% on tax due in excess of $100.00 provided the payment of tax is received before the 20th day of the month following the month for which the tax is paid. The total discount for sales tax is limited to $100.00. NO DISCOUNT IS ALLOWED for Sellers Use and Consumers Use Tax.

BUSINESS CLOSURE OR SALE:

Any person who sells a business, or closes a business, is required to file a final return within 30 days and pay all taxes due. The new owner, or successor, shall be required to hold out sufficient funds from the purchase money to cover taxes due by the former owner. Failure to hold out sufficient funds creates a liability in the name of the new owner, or successor, for any unpaid taxes due by the former owner.

TAX PERIODS PRIOR TO JANUARY 1, 2025

For tax periods **prior** to January 1, 2025, please contact our office for the proper forms and instruction. Email: [jeffcoaudit@jccal.org](mailto:jeffcoaudit@jccal.org)

Phone: (205) 731-2929 Option 4.

**FOR AN EXAMPLE RETURN AND MORE INFORMATION,**

***SEE THE NEXT PAGE***

**FRONT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JEFFERSON COUNTY, ALABAMA** | | | | | | | Sales tax is a privilege tax imposed on the retail sale of tangible personal property sold in Jefferson County by businesses located in Jefferson County. The tax is collected by the seller from their customer and remitted directly to Jefferson County. | | | |
| **SALES TAX RETURN** | | | | | | |
| Required by Act No 405-1967 Regular Session & Act 2015-226 | | | | | | |
|  | | | | | | |
| Name and Address | | | | | | | **You have the option to file this return and pay with a check, or you may choose to file and pay your returns electronically using My Alabama Taxes (MAT) website.** [**https://myalabamataxes.alabama.gov**](https://myalabamataxes.alabama.gov)**.**  **Navigate to the local return table and choose Jefferson County (7037) from the locality dropdown.**  **Do not file both paper and electronically**.  Questions can be directed to the Jefferson County Department of Revenue at 205-325-5171. | | | |
|  | |  | |  | |  | | Account Number | | | |
|  | |  | |  | |  | |
|  | | For the month of | | | |  | | FEIN or Social Security Number  \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ | | | |
|  | |  | |
|  | | Tax Type | | (A)  Gross Sales & Collections | | (B)  Deductions (from the back of the form column J) | | (C)  Net Taxable Sales & Collections | (D)  Tax Rate | (E)  Tax Due | |
| (1) | | Automotive Vehicles | | $100,000.00 | | $40,000.00 | | $60,000.00 | 0.0075 | $450.00 | |
| (2) | | Farm Machinery & Equipment | | $100,000.00 | | $40,000.00 | | $60,000.00 | 0.0075 | $450.00 | |
| (3) | | Manufacturing & Mining Machinery | | $100,000.00 | | $500.00 | | $99,500.00 | 0.0075 | $746.25 | |
| (4) | | Items sold through Vending Machines | | $1,000.00 | |  | | $1,000.00 | 0.015 | $15.00 | |
| (5) | | Admissions from Amusements & Exhibitions | | $7,000.00 | |  | | $7,000.00 | 0.02 | $140.00 | |
| (6) | | All other sales and receipts | | $7,000.00 | |  | | $7,000.00 | 0.02 | $140.00 | |
| (7) | | Food/Grocery | | $10,000.00 | | $3,000.00 | | $7,000.00 | 0.02 | $140.00 | |
| (8) | | Automobile withdrawal fee -  Number of vehicles withdrawn | | 1 | |  | |  | $2.50 | $2.50 | |
|  | This return must be postmarked by the 20th day of the month following the reporting period for which you are filing to be considered a timely return.  By signing this return, I am certifying this return, including any accompanying schedules or statements, has been examined by me and is, to the best of my knowledge and belief, a true and correct return for the period stated. | | | |  | (9) TOTAL GROSS TAX DUE  Total of Column E, Lines 1-8 | | | | $2,083.75 | |
| (10) LESS DISCOUNT IF PAID ON TIME  (a) 5% on first $100.00 of tax up to $5.00 | | | ($5.00) | ($44.68) | |
| (b) 2% on tax over $100.00 up to $95.00  Total discount not to exceed $100.00 | | | ($39.68) |
| (11) PENALTY – FAILURE TO TIMELY FILE – If filed late, 10% of total tax (Line 9) or $50.00, whichever is greater | | | |  | |
| (12) PENALTY – FAILURE TO TIMELY PAY – If paid late, 10% of total tax (Line 9) | | | |  | |
|  | | |  |  |  | (13) INTEREST – If filed late, as provided by §40-1-44 | | | |  | |
|  | | |  |  |  | (14) AUTHORIZED CREDIT from Department of Revenue. Attach letter from the Department to tax return. | | | |  | |
| Please Print Name | | |  | Title |  | (15) **TOTAL AMOUNT DUE AND ENCLOSED** | | | | $2,039.07 | |
|  | | |  |  |  | **Make check payable to:**  **SCOTT MOORE, DIRECTOR**  **Mail to:**  **JEFFERSON COUNTY DEPARTMENT OF REVENUE**  **PO BOX 830710**  **BIRMINGHAM, AL 35283-0710** | | | | | |
| Signature | | |  | Date |  |
|  | | |  |  | |
| Phone Number | | |  | Email Address | |

**BACK**

STANDARD DEDUCTION SUMMARY TABLE

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deductions  Tax Rate | Total Sales Gross of Tax Abated/Sales Tax Holiday Sales | Adjustment to Account for Unabated Sales | Allowable  Column (a) multiplied by  Column (b) | Wholesale Sales | Auto Trade ins | Sales Delivered Outside Jefferson County | Sales to Gov Agencies | Sales of Gas and Oil | Other Exempt Sales | Total  Columns  c+d+e+f+g+h+i |
|  | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) |
| Automotive Vehicles |  | 50% |  | 10,000 |  | 30,000 |  |  |  | 40,000 |
| Farm Machinery & Equipment |  | 50% |  | 10,000 |  | 30,000 |  |  |  | 40,000 |
| Manufacturing & Mining Machinery | 1,000 | 50% | 500 |  |  |  |  |  |  | 500 |
| All other sales and receipts |  | 50% |  |  |  |  |  |  |  |  |
| Food/Grocery |  |  |  |  |  |  |  |  | 3,000 | 3,000 |

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

\* To avoid the application of penalty and/or interest amounts, this report must be filed on or before the 20th of the month, following the period for which the report is submitted. The cancellation postmark will determine timely filing.

\* A remittance for the total amount due made payable to the taxing jurisdiction must be submitted with this report.

\* This report should be submitted monthly unless you have requested and been approved for a different filing frequency by this taxing jurisdiction.

\* Any credit for prior overpayment must be approved in advance by the taxing jurisdiction and accompanied by a letter of credit from the taxing jurisdiction.

Business Name:

Physical Address:

Mailing Address:

Phone:

Fax:

Contact Person:

**SALES TAX RETURN GUIDANCE**

**(FRONT OF RETURN)**

**GROSS SALES - COLUMN (A)** Enter the total gross sales in Column A based upon the rate type of each row for the reporting period, do not include the sales taxes collected from the customer. Also, include the cost of inventory withdrawn for personal use or consumption in which sales tax has not been previously paid. (Gross sales include sales closed within Jefferson County without the deduction of administrative and operating expenses such as inventory purchases, wages, utilities, rent and insurance. Gross sales do not include cash discounts allowed and taken on sales or full price refunds. Refer to Code of Alabama 1975 §40-23 for additional details.)

|  |  |
| --- | --- |
| **RATE TYPE** | **EXAMPLES** |
| Automotive Vehicles | NEW CARS, USED CARS, MOTORCYCLES, TRUCKS, TRAILERS, CRAWLERS, TRACTORS, AIRCRAFT, ETC. |
| Farm Machinery & Equipment | DRAWN PLANTERS, TRACTORS, SPRAYERS, THRESHING MACHINES, FERTILIZER SPREADERS, AND SEED DRILLS, ETC. USED IN PLANTING, CULTIVATING & HARVESTING FARM PRODUCTS |
| Manufacturing & Mining Machinery | INDUSTRIAL MIXERS, MEAT GRINDERS, PLATE PROCESSORS, INDUSTRIAL LATHES, DRAGLINES, EXCAVATORS, HYDRAULIC MINING SHOVELS, BLASTING EQUIPMENT, STONE SPLITTERS, DIAMOND WIRE SAWS, AND HYDRAULIC DRILLING MACHINES, ETC. USED IN MANUFACTURING AND MINING. |
| Vending Machine Sales | CHIPS, CANDY, SNACKS, SANDWICHES, COFFEE, AND MILK PRODUCTS. |
| Admission & Amusement Sales | CONCERT SALES, MOVIE TICKETS, SKATING RINKS ADMISSION FEES, RACETRACKS, GOLF COURSES, POOL ROOMS, ADMISSION FEES TO CLUBS, DANCE HALLS, WRESTLING MATCHES, ETC. |
| All Other Sales and Receipts | CLOTHING, JEWELRY, FURNITURE, HOUSEHOLD APPLIANCES, HARD LIQUOR, BEER, WINE, OFFICE SUPPLIES, CLEANING PRODUCTS, MAKE-UP, WIGS, BOOKS, COMPUTERS, PHONES, ETC. |
| Food/Grocery Sales | FRUIT, VEGETABLES, CEREAL, BREAD, MEAT, FROZEN FOODS, ETC. (REFER TO THE DEFINITION PROVIDED BY THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), ALSO KNOWN AS THE FOOD STAMPS PROGRAM) |
| Automotive Withdrawal | THE NUMBER OF AUTOMOBILES WITHDRAWN FROM INVENTORY FOR USE IN THE OPERATION OF THE BUSINESS |

**DEDUCTIONS - COLUMN (B)** Enter the total deductions for the reporting period, such as sales to customers presenting a valid exemption certificate, sales to customers presenting a current State of Alabama sales tax license, food sales purchased using a SNAP card, applicable sales made during sales tax holidays and exempt sales such as prescription drugs. Maintain copies current State of Alabama sales tax licenses and applicable exemption certificates. Refer to the Code of Alabama 1975 §40-23 for additional details.

**NET TAXABLE SALES - COLUMN (C)** Subtract Column B from Column A and enter the difference into Column C.

**TAX DUE - COLUMN (E)** Multiply the total in Column C by the tax rate in Column D and enter the total into Column E for lines (1) through (8). Multiply the total in Column A by the tax rate in Column D for line (8).

**TOTAL TAX DUE - LINE (9)** Add the Tax Due for lines (1) through (7) and enter the total into line (9).

**DISCOUNT ALLOWED FOR TIMELY FILING - LINE (10)** A discount is allowed if the return and payment are postmarked by the due date. The maximum discount allowed is $100.00.

Calculation Example: $100 x .05 = $5.00

$2,083.75 - $100 = $1,983.75

$1,983.75 x .02 = $39.68 Total Discount Allowed: $5.00 + $39.68 = $44.68

**FAILURE TO FILE PENALTY - LINE (11)** If the return is filed after the due date, enter the greater of Line (9) multiplied by 10% or $50 into Line (10). Example: If the total tax due is $100.00, the penalty for late filing would be $50. ($100.00 x .10 = $10.00; $50.00 is greater than $10)

**FAILURE TO PAY PENALTY - LINE (12)** If the payment due is remitted after the due date, enter the total of Line (9) multiplied by 10% into Line (12).

**INTEREST - LINE (13)** Calculate the interest due based upon Code of Alabama 1975 §40-1-44. Please refer to <https://www.revenue.alabama.gov/legal/quarterly-interest-rates/> for additional information.

**AUTHORIZED CREDIT - LINE (14)** A credit must be authorized by Jefferson County Revenue Department. Include a copy of the letter when submitting the return and payment.

**TOTAL AMOUNT DUE AND ENCLOSED - LINE (15)** If the return and payment are filed late, add the total of lines (9), (11), (12) & (13) and subtract Line (14) authorized credit, if applicable. Enter the total into line (15).

If the return and payment are filed and paid timely, subtract Line (10) and Line (14) from Line (9), and enter the total into Line (15).

**(BACK OF RETURN)**

**COLUMN A** Enter only gross sales covered by an approved tax abated project or a State of Alabama sales tax holiday for which Jefferson County is participating for each rate type.

**COLUMN B** Adjustment Rate to account for maximum allowable deduction.

**COLUMN C** Multiply Column A by Column B and enter the result in Column C for each rate type.

**COLUMN D** Enter the gross amount of wholesale sales for each rate type.

**COLUMN E** Enter the total gross amount of automotive vehicle, truck trailer, or semitrailer,

trade-ins for each rate type.

**COLUMN F** Enter gross sales delivered outside Jefferson County for each rate type.

**Column G** Enter gross sales to governmental, public educational institutions and certain tax-exempt public corporations or agencies for each rate type

**Column H** Enter gross sales of gasoline, on road diesel, liquefied natural gas, compressed natural gas, motor fuel, lubricating oils and greases for each rate type.

**Column I** Enter gross sales of all other items sold to statutorily exempt agencies or sales of products statutorily exempt from sales taxes for each rate type.

**Column J** Add Columns C, D, E, F G, H, & I for each rate type and transfer to the front of the return Column B for each rate type.

**ADDITIONALRESOURCES:**

Act No 1967-405 Regular Session

Act 2015-226

Code of Alabama 1975 §40-23 <https://alison.legislature.state.al.us/code-of-alabama>

ALABAMA DEPARTMENT OF REVENUE TAX RULEBOOK <https://www.revenue.alabama.gov/ultraviewer/viewer/basic_viewer/index.html?form=2022/08/Sales_Use_Rulebook.pdf>

ALABAMA DEPARTMENT OF REVENUE GENERAL INFORMATION

<https://www.revenue.alabama.gov/all-tax-types/>

MY ALABAMA TAXES

<https://myalabamataxes.alabama.gov/>