

Form P.R.-1

EMPLOYERS RETURN OF OCCUPATIONAL TAX WITHHELD

CITY OF BIRMINGHAM, ALABAMA

ORDINANCE NO. 97-184

(INSTRUCTIONS ON NEXT PAGE)

- \* 1. NUMBER OF TAXABLE EMPLOYEES \_\_\_\_\_ MONTH OF \_\_\_\_\_
- \*\* 2. TOTAL SALARIES, WAGES, COMMISSION, AND OTHER COMPENSATION PAID ALL TAXABLE EMPLOYEES . . . . . \$
- 3. LESS NON-TAXABLE ITEMS (COMPENSATION, PAID FOR SERVICES OUTSIDE OF BIRMINGHAM) . . . . . (Please Attach Letter of Explanation)
- 4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) . . . . .
- 5. ACTUAL WITHHELD IN MONTH AT 1% . . . . . \$
- 6. Add PENALTY for failure to timely file 10% (minimum \$50.00) . \$  
Add PENALTY for failure to timely pay 10% (minimum \$3.00) . \$  
Add INTEREST of 1% per month . . . . . \$  
TOTAL AMOUNT OF PENALTIES AND INTEREST - Total of Item 6 . . . . .
- 7. TOTAL AMOUNT FOR WHICH REMITTANCE IS ATTACHED . . . . . \$

I hereby certify that the information and statements contained herein and any schedules or exhibits attached are true and correct, for the month ending

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OFFICIAL TITLE \_\_\_\_\_ DATE \_\_\_\_\_

A monthly return must be filed on or before the twentieth day of the next month.

Make check or money order payable to: CITY OF BIRMINGHAM

Mail To:

City of Birmingham  
P O Box 830638  
Birmingham, Alabama 35283-0638



If NAME or ADDRESS has changed, please complete "CHANGE OF TAXPAYER INFORMATION" form.

\* Number of employees MUST be shown.  
\*\* If no wages were paid this month, mark "0" and return this form with explanation.

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## INSTRUCTIONS FOR PREPARING AND FILING FORM P.R.-1

Each employer of one or more persons must withhold an occupational tax at the rate of 1% from, gross salaries, wages, and commissions paid for work or services performed within the City of Birmingham. All employees are subject to the license tax except domestic servants employed in private homes.

### MONTHLY RETURN

A monthly return must be filed and the tax paid by the twentieth day of the month following the close of the calendar month. An employer shall be liable to court action for failure to file a return and/or to pay the tax, or for filing a fraudulent return. Interest and penalties are provided for late filing.

- Item 1. Enter total number of employees subject to Birmingham occupational tax.
- Item 2. Enter total salaries, wages, commissions, incentive payments, bonuses and other compensation paid to taxable employees during the month for which the return is prepared. If no salaries, wages or other compensation were paid during the month, show "0" and return form with explanation.
- Item 3. Enter the amount of compensation paid to taxable employees for services rendered outside the City of Birmingham.
- Item 4. Represents the difference between Items 2 and 3.
- Item 5. Shall be the actual tax withheld at the rate of 1%.