OCCUPATION LICENSE FEE REFUND REQUEST FORM

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING

1. A copy of the W-2 for the refund year must be attached to this form.
2. Each item under Section I, II, and III must be completed or form will not be processed.
3. Employer's signature **must** be notarized.
4. After completing all sections, sign and date at the bottom of form.
5. If you believe you paid the Occupation License Fee in error (not required by the City Ordinance) explain the reason you believe you are exempt on a separate sheet of paper and attach it to this request.
6. If you have questions regarding this form, please call (334) 501-7228.

SECTION I

EMPLOYEE'S NAME _____   EMPLOYER'S NAME
_____

ADDRESS_____
ADDRESS_____

_____
_____
PHONE(____) _____ -_____   PHONE (____) _____ - _____

SECTION II   EMPLOYEE SOCIAL SECURITY NUMBER _____

Name(s) and address(es) of Employer(s) for current year	Dates of Employment From To	Gross Earnings	Auburn Earnings	% of Time worked in Auburn (see Note)
1.				
2.				
3.				
4.				
5.				

Note: If less than 100% of time was worked in Auburn, please have employer(s) sign below.

1. _____
   EMPLOYER'S SIGNATURE
2. _____   Subscribed and sworn to before me this the _____ of 20_____
   EMPLOYER'S SIGNATURE
3. _____
   EMPLOYER'S SIGNATURE   Notary Public _____

SECTION III

1. Total Occupation License Fee Withheld/Paid …………………………………………………………. $_____
2. Total Gross Auburn Earnings ………………………………………………………………….... $_____
3. License Fee Due to the City of Auburn (1% of line 2)………………………………………………… $_____
4. License Fee Paid to the City of Auburn (Line 1)……………………………………………………… $_____
5. Refund Due (If Line 4 is greater than Line 3)……………………………………………………….... $_____
6. Payment Due (If line 3 is greater than Line 4)……………………………………………………….... $_____

DECLARATION AND SIGNATURE

UNDER THE PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS RETURN AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS A TRUE, CORRECT, AND COMPLETE RETURN.

_____   _____
EMPLOYEE'S SIGNATURE   DATE OF SIGNATURE