



**BALDWIN COUNTY**  
SALES, USE & LICENSE DEPARTMENT  
P O Box 189  
Robertsdale, AL 36567

(251) 928-3002 Eastern Shore  
(251) 943-5061 South Baldwin  
(251) 937-9561 North Baldwin  
(251) 972-6836 FACSIMILE  
[salesandusetax@baldwincountyal.gov](mailto:salesandusetax@baldwincountyal.gov)

Dear Baldwin County Festival Participant:

## **BUSINESS LICENSE**

You may be required to purchase a state/county business license for Baldwin County.

***Please see the enclosed Vendor Business License Check List enclosed.***

If you have questions, please call the number listed on the Business License Check List. You may mail in your application with payment to the address listed on the Business License Check List, or you may go by any of the Baldwin County Probate offices located in Baldwin County to purchase your license.

**Failure to obtain a state/county license may result in a citation issued with additional penalty, interest and fees.**

**Acceptable payment methods are listed at the bottom of Vendor Business License Check List.**

## **SALES TAX**

See the reverse side of this letter for the TAX form to be completed to report your sales tax to Baldwin County. Your sales tax payment is due no later than the twentieth (20th) of the month following the event. Please attach your check or money order to the form and return in the enclosed envelope.

**WHO FILES: Everyone registered for a booth or making tangibles sales during a festival event held within Baldwin County.**

***Note: If you had zero sales or did not attend, please complete the tax form noting your particular situation.***

### **PLEASE NOTE:**

***If you have an individual sales tax account and will be combining these festival sales with your other sales, please list your Baldwin county Tax ID number on the tax form. Also, please include your Social Security or Federal ID number.***

If you have questions regarding this tax or need help in computing your tax, please contact this office at one of the numbers listed above.

Office Use Only  
Batch # \_\_\_\_\_  
Ck/Cash \_\_\_\_\_  
Amount \_\_\_\_\_



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**Due no later than APRIL 20, 2024**

Festival Tax ID #21885 LOC# \_\_\_\_\_

**FAIRHOPE ARTS & CRAFTS**  
**MARCH 15-17, 2024**

***Refer to letter on reverse side for instructions on completing this form and mailing payment.***

Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Business Name \_\_\_\_\_ SS# / FEIN# \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***\*\*I will file these sales on my Baldwin County tax id# \_\_\_\_\_. Please complete your sales total for this festival then list the Baldwin County id# in which you will file and pay these taxes.***

***\*\*If you are familiar with the My Alabama Taxes electronic filing system, you may submit your payment using the festival number 21885 in the Baldwin County column.***

\$ \_\_\_\_\_ **LIST Gross Sales-** The sales tax rate for Baldwin County is **3%** and is collected on gross proceeds of all sales of tangible personal property, crafts, furniture, artwork, food, etc. during the event.

\$ \_\_\_\_\_ **Total Tax Due** (3% x gross sales)

\$ \_\_\_\_\_ **Less Discount – IF PAID ON TIME**  
**5%** of the **tax due** if \$100.00 or less  
**2%** of **tax due** on any amount over the first \$100.00.

\$ \_\_\_\_\_ **Add 20% Penalty** on the **Tax Due** if filed and or paid late  
10% failure to file, 10% failure to pay.

\$ \_\_\_\_\_ **Add Interest** on the **Tax Due** if filed late. \*Please see <http://revenue.alabama.gov/salestax/interest.cfm> for current rates. Current Interest Rate ÷ 365 days = daily rate. Daily rate x number of days late = interest rate due.

\$ \_\_\_\_\_ **Total Amount** for which remittance is attached.

This return, including accompanying schedules or statements, has been examined by me and is to the best of my knowledge and belief a true and complete return made in good faith, for the period stated.

This \_\_\_\_ day of \_\_\_\_\_, 2024. Signature \_\_\_\_\_

**\*\*Please make check payable to Baldwin County Sales & Use Tax Dept.\*\***  
**All returned checks will be assessed a \$30.00 service charge**

**HARRY D'OLIVE, JR.**  
**Baldwin County Judge of Probate**  
**P O Box 459**  
**Bay Minette, AL 36507**  
**Phone (251) 937-0260**  
**Vendor Business License Check List**

Any person, firm, or corporation is required by State law to obtain a business license to engage in or carry on any business, or do any act for which a license is required. Attendance in a festival could require **additional** license sections to any license sections that you may already have.

**Festival Attending** \_\_\_\_\_ **Event Date** \_\_\_\_\_

<u>Required</u>	<u>Section Codes</u>	<u>Fees</u>
_____	Section 174 -Transient Vendor (Per Stand)	# _____ X <u>31.00</u> = \$ _____
_____	Section 069 - Soft Drinks – Cans, Bottles	# _____ X <u>4.75</u> = \$ _____
_____	Section 069 - Soft Drinks – Tap / Coffee	# _____ X _____ = \$ _____
_____	Section 091 - Deli	# _____ X <u>16.00</u> = \$ _____
_____	Section 153 - Sandwiches Only	# _____ X <u>8.50</u> = \$ _____
_____	Section 087 - Manufacturing – (minimum)	# _____ X <u>16.00</u> = \$ _____
_____	Section 140 - Traveling Photographer	# _____ X <u>16.00</u> = \$ _____
_____	Section 163 - Street Fair (over 35 devices)	# _____ X <u>226.00</u> = \$ _____
_____	Section 163 * Street Fair (under 35 devices)	# _____ X _____ = \$ _____
_____	Section 143 - Pistols, Revolvers, Knives	# _____ X <u>151.00</u> = \$ _____
_____	Section 158 * Shotguns, Rifles, Ammunition	# _____ X _____ = \$ _____
_____	Section _____	# _____ X _____ = \$ _____
<b>*Contact probate for these specific fees</b>		Mail Fee \$ <u>1.00</u>
Food Permit # _____		Total Balance Due \$ _____

-----↓ ↓ INFORMATION REQUIRED ↓ ↓-----

Federal ID # \_\_\_\_\_ or SS# \_\_\_\_\_  
 Business Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Partner Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Mailing City / State/ Zip \_\_\_\_\_  
 Physical Location \_\_\_\_\_  
 Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Acceptable Payment: Cash, Money Order, or checks with pre-printed ALABAMA address. Counter checks will NOT be accepted. Make check payable to Judge of Probate.**