

PLEASE READ, SIGN, AND RETURN TO THE CITY OF RUSSELLVILLE, ALONG WITH YOUR OCCUPATIONAL LICENSE APPLICATION

EVERY LICENSEE MUST RENEW THE BUSINESS LICENSE ANNUALLY, ON OR BEFORE THE ANNIVERSARY DATE OF THE LICENSE. The license will not be renewed until all outstanding occupational license fees and payroll withholdings have been paid. Late renewals incur a penalty of 5% of the fee. If the license is not renewed within 30 days of its due date, the license will be revoked, and the penalty incurred will be 10% of the fee for each month or portion of a month that the renewal is late.

EVERY LICENSEE WITH AT LEAST ONE EMPLOYEE MUST PAY TO THE CITY OF RUSSELLVILLE A FEE OF 2% OF ALL GROSS SALARIES, WAGES, COMMISSIONS AND OTHER COMPENSATIONS THAT YOU PAID TO ANY AND ALL OF YOUR EMPLOYEES FOR WORK PERFORMED IN THE CITY OF RUSSELLVILLE. These occupational taxes must be paid to the City of Russellville on a regular basis: monthly, quarterly, or yearly. The occupational form must be completed and returned even if you had no applicable payroll for the period.

EVERY LICENSEE MUST PAY TO THE CITY OF RUSSELLVILLE, ON AN ANNUAL BASIS, (WHEN YOU FILE YOUR FEDERAL TAX RETURN), A FEE OF 2% OF YOUR NET PROFITS. THERE IS A MINIMUM FEE REQUIRED OF \$25.00 WHICH MUST BE PAID EVEN IF YOUR BUSINESS HAD A LOSS FOR THE YEAR.

All license fees which remain unpaid after their due date shall bear interest at the rate of 1.5% per month, or portion of a month, and any licensee who fails to pay such license fees within 30 days after the due date will incur a penalty of 10% of the unpaid balance, or \$25.00, whichever is greater, plus interest. Continued non-payment will result in the account's assignation to the City's Code Enforcement Board or to the City Attorney for further collection procedures. SHOULD IT BECOME NECESSARY TO PURSUE LEGAL ACTION AGAINST YOU IN COURT IN ORDER TO COLLECT OUTSTANDING TAXES, YOUR CREDIT MAY BE AFFECTED. COURT DOCUMENTS SUCH AS LIENS OR JUDGMENTS MAY BE REPORTED TO CREDIT COMPANIES (SUCH AS EQUIFAX), AND MAY STAY ON YOUR CREDIT REPORT, AFFECTING YOUR CREDIT, AS PROSCRIBED BY FEDERAL LAW.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date