

Tax Collector  
Aaron Roper



222 BROAD STREET  
SELMA, ALABAMA 36702

November 22, 2021

**ATTN:** Initial Business License and Renewal

**Ordinance:** In accordance with Chapter 16 of the City of Selma Code of Ordinance, all businesses (Sole Proprietorships, Partnerships, Corporations, S Corporations, Limited Liability Companies (LLC) operating within the City of Selma require a business license to operate.

**Initial business license:** The inaugural business license can be obtained by paying the Issuance Fee and the rate established by the City of Selma Rate schedule using the owners projected revenue for the current year.

**Business License Renewals:** All businesses with a license to operate within the City of Selma are required to renew their business license between December 1<sup>st</sup> and January 31<sup>st</sup> annually using their gross receipts.

**Required Documentation:** The following documentation are accepted as gross receipts for the respective type of business:

- Sole Proprietorships – 1040 - Schedule C or Statement from CPA certifying business gross receipts
- Partnerships - 1065, Corporations – 1120, 1120 C or Statement from CPA certifying business gross receipts
- S Corporations – 1120, 1120-C or Statement from CPA certifying business gross receipts
- Limited Liability Company (LLC) 1120, 1120C or Statement from CPA certifying business gross receipts

**Payment Methods:** Business License are able to be purchased with Cash, Check, Money Order, or Credit Cards. You can make your payment at the Tax and License Department located at City Hall (222 Broad Street Selma, AL 36701) in Suite 8 from 8:30am to 4:30pm, Monday through Friday.

**Alternate Payment Methods:**

Phone: 334.874.2112

Mail: City of Selma Attn: Tax and License PO Box 450 Selma, AL 36702

If you have any questions or concerns you may contact us at 334.874.2112 or [taxsupport@selma-al.gov](mailto:taxsupport@selma-al.gov).

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(334) 874-2112 (office) | (334) 874-1723 (fax) | [taxsupport@selma-al.gov](mailto:taxsupport@selma-al.gov)