



# Instructions for Tax Remittance

Report the following local taxes on this return:

<u>Tax Type (Column B)</u>	<u>Tax Rate (Column C)</u>
ST for sales tax	4% City Sales Tax

Return the completed form and make remittance as follows:

City of Vestavia Hills  
ATTN: Finance Department  
1032 Montgomery Highway  
Vestavia Hills, AL 35216

The completed form and payment must be postmarked on or before the 20<sup>th</sup> of the following month to receive a discount if applicable and to avoid penalties.

**DISCOUNT:** The discount for timely filing is 5% on the first \$100 of tax due, plus 2% on any tax over \$100 not exceed a max of \$400 per month/per jurisdiction. (Example: Tax due = \$325, discount calculation would be:  $\$100 \times 5\% = \$5.00$ . PLUS  $(\$225 \times 2\% = \$4.50)$ .  $\$5.00 + \$4.50 = \$9.50$  total discount.

There is no discount allowed on Consumers Use Tax, Sellers Use Tax or Rental Tax.

**PENALTIES:** Failure to timely file penalty is \$50.00 or 10% of the tax due (whichever is greater), per jurisdiction. Failure to timely pay penalty is 10% of the tax due, per jurisdiction. Additional penalties and interest may apply.

**RETURNED CHECK DISCLAIMER:** When you make a payment by check, you authorize us to use information from your check to make a one-time electronic fund transfer from your checking account according to the terms of your check or to process that transaction as a check. When we use your check to make an electronic fund transfer, funds may be withdrawn from your checking account the same day we receive your payment, and you will not receive your check back from your financial institution. If there are insufficient funds in your checking account, you authorize us to charge a Returned Payment Fee as applicable in the amount set forth by law and collect that amount through an electronic fund transfer from your checking account, if permitted by applicable law. If another payment method is returned unpaid, by your bank, we may, if permitted by applicable law, charge a Returned Payment Fee.