

***** IMPORTANT – First step is to LOG IN with your Username and Password. *****

LOG IN

Please enter your username and password.

[Register](#) if you don't have an account.

Account Information

Username:

Password:

Log In

Once logged in you can [Change Your Password](#).

Forgotten your password you can [Reset Your Password](#).



RENEWAL OF A BUSINESS LICENSE (New way with PAY NOW active)

To renew a current Business License > **Click Start** > **Click Renewal**, answer the questions and click **Continue**



CITY OF HUNTSVILLE
BUSINESS LICENSE APPLICATION



Welcome **Test User!**
[[Log Out](#)]


Home **Start** Application Help

Start Application Process

New License or Renewal? RENEWAL form must be completed, scanned and attached.	<input type="radio"/> New <input checked="" type="radio"/> Renewal
Specific business category if applicable?	<input type="radio"/> Contractor License (ex. Painting, Electric) <input type="radio"/> Business License (ex. Retail, Sales)
Are you adding or removing any schedules?	<input type="radio"/> Yes <input type="radio"/> No
Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #?	<input type="radio"/> Yes <input type="radio"/> No
Are you paying for the current year only?	<input type="radio"/> Yes <input type="radio"/> No
Is the business physically located in Huntsville, AL?	
Is business location commercial or residential based?	
What is the type of ownership for this business?	



If you are:

1. Renewing a **Business** License (not a Contractor license with Inspection dept.)
2. Not adding or removing any schedules
3. Don't have any changes to your taxpayer information
4. Paying for the **current year only**, and
5. Have previously paid for **at least one prior tax year**, then you are eligible to pay online and will be taken to the Locations screen.

Start Application Process

New License or Renewal? RENEWAL form must be completed, scanned and attached.	<input type="radio"/> New <input checked="" type="radio"/> Renewal
Specific business category if applicable?	<input type="radio"/> Contractor License (ex. Painting, Electric) <input checked="" type="radio"/> Business License (ex. Retail, Sales)
Are you adding or removing any schedules?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you paying for the current year only?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select your **Location**



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BUSINESS LICENSE APPLICATION



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Only one location per application can be paid for at a time.
Select location to calculate license renewal cost.

Location ID	Loc DBA	Full Street	Address	Loc#
<u>49974</u>	WINDMILL BEVERAGES	MEMORIAL PKY SW	13136	1
<u>54812</u>	WINDMILL BEVERAGES	MEMORIAL PKY SW	3022	2
<u>59381</u>	WINDMILL BEVERAGES	US 431 S HWY SE	6310	3

Select a **Schedule** to pay, and continue until all Schedules are completed



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BUSINESS LICENSE APPLICATION



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Current Tax Year: 2020

Please select a Schedule Number

Sch#	SchDesc	Gross/Computation	Amt	Sch#	SchID
<u>08 011</u>	LONGER RETAIL LIQUOR- CLASS II (PACKAGE)		\$0.00	08 011	162
<u>56</u>	MERCHANT RETAIL		\$0.00	56	71

Schedule Total:

\$0.00

Issue Fee:

\$12.00

Penalty/Late Fee:

\$0.00

Total Cost:

\$12.00

☐ I swear or affirm the above is a true and correct statement to the best of my knowledge and belief.

Continue

On the Schedule Calculation screen, enter the required amount and hit the **Calculate** button, then **Ok** to continue



CITY OF HUNTSVILLE

BUSINESS LICENSE APPLICATION

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Schedule #

Description

56

MERCHANT RETAIL

Enter Gross Receipts And/Or Computation For This Schedule

GROSS

10000

I

Fee

\$65.00

Calculate

Ok

After all schedules have been entered, you can then check the **affirmation checkbox** and **Continue**



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BUSINESS LICENSE APPLICATION

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Current Tax Year: 2020

Please select a Schedule Number

SchNbr	SchDesc	Gross/Computation	Amt	Sch#	SchID
08 011	LOUNGE RETAIL LIQUOR- CLASS II (PACKAGE)	BUSINESS	\$1,200.00	08 011	162
56	MERCHANT RETAIL	GROSS	\$65.00	56	71

Schedule Total:

\$1,265.00

Issue Fee:

\$12.00

Penalty/Late Fee:

\$379.50


Total Cost:

\$1,656.50

☒ I wear or affirm the above is a true and correct statement to the best of my knowledge and belief

Continue

Upload your renewal form and any additional supporting files, if needed, and then hit the **Pay Now** button



CITY OF HUNTSVILLE

BUSINESS LICENSE APPLICATION



Welcome **Test User!**
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Renewals are delinquent after January 31st of each year. Please call 256-427-5082 for Penalty & Interest rates.

Application has been Approved and is Ready for Payment

User:	Test User	ApplicationID:	1066	TaxID:	48985	Loc No:	1	Dept:	CT
Type:	Renewal	Status:	Approved	Cost:	\$1,656.50	StartDate:	9/18/2020 3:16:54 PM		
ApproveDate:	9/18/2020 3:17:12 PM		PaymentDate:			AuthCode:			
CompleteDate:			TranID:						

Memo: Online renewal, signed by Test User.

Pay Now

Submit Additional File:

Browse...

Upload

Submit Application

[Return To Application List](#)

You will now be taken to the **Online Payment Gateway**.

RENEWAL OF A BUSINESS LICENSE (Old way with PAY NOW inactive)

To renew a current Business License > **Click Start** > **Click Renewal**, answer the questions and click **Continue**



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BUSINESS LICENSE APPLICATION




Welcome **Test User!**
[\[Log Out \]](#)



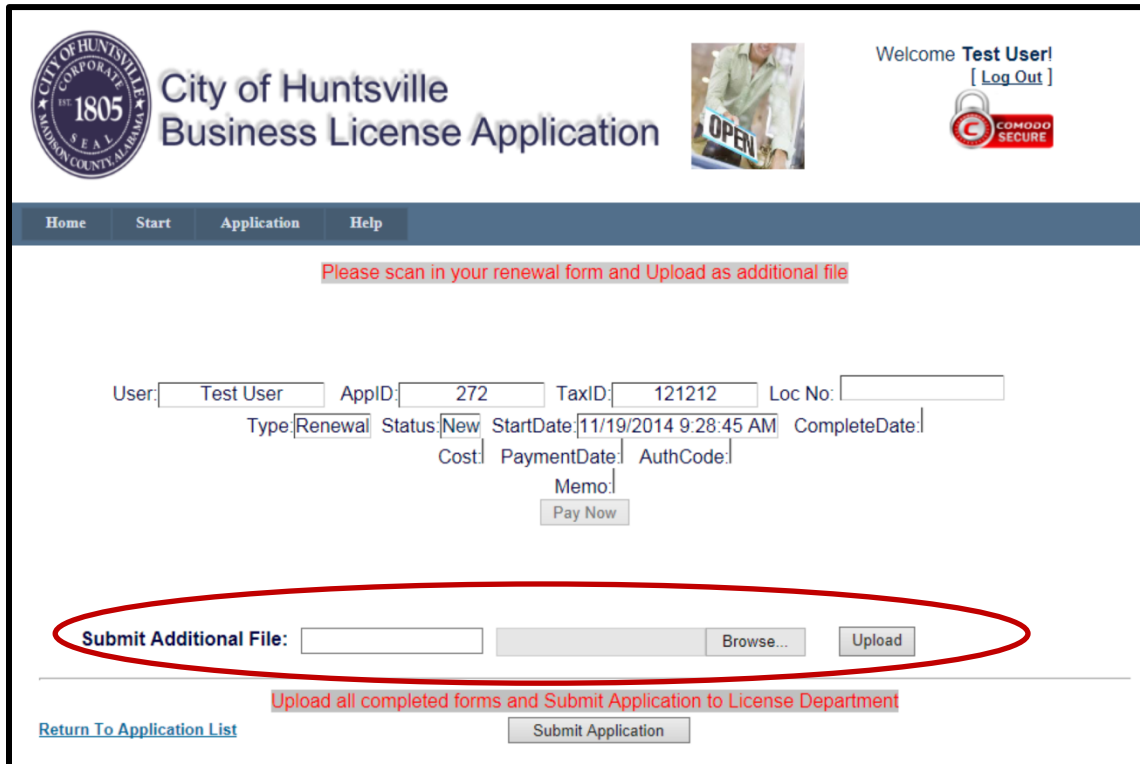
[Home](#) [Start](#) [Application](#) [Help](#)

Start Application Process

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Is business location commercial or residential based?	
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Continue

Scan your renewal form to your computer and browse out to the renewal form and upload the form using Submit **Additional File field**.



The screenshot shows the 'City of Huntsville Business License Application' web interface. At the top left is the City of Huntsville seal. The title 'City of Huntsville Business License Application' is prominently displayed. To the right, a user is logged in as 'Test User' with a 'Log Out' link and a 'COMODO SECURE' badge. A navigation bar includes 'Home', 'Start', 'Application', and 'Help'. A red instruction reads: 'Please scan in your renewal form and Upload as additional file'. The form contains several input fields: 'User' (Test User), 'AppID' (272), 'TaxID' (121212), 'Loc No.' (empty), 'Type' (Renewal), 'Status' (New), 'StartDate' (11/19/2014 9:28:45 AM), 'CompleteDate' (empty), 'Cost' (empty), 'PaymentDate' (empty), 'AuthCode' (empty), and 'Memo' (empty). A 'Pay Now' button is located below the 'Memo' field. A red oval highlights the 'Submit Additional File:' section, which includes an empty text box, a 'Browse...' button, and an 'Upload' button. At the bottom, a red instruction reads: 'Upload all completed forms and Submit Application to License Department'. Below this are a 'Return To Application List' link and a 'Submit Application' button.

City of Huntsville
1805
SEAL
MADISON COUNTY ALABAMA

City of Huntsville
Business License Application

Welcome **Test User!**
[Log Out]

COMODO
SECURE

Home Start Application Help

Please scan in your renewal form and Upload as additional file

User: Test User AppID: 272 TaxID: 121212 Loc No:
Type: Renewal Status: New StartDate: 11/19/2014 9:28:45 AM CompleteDate:
Cost: PaymentDate: AuthCode:
Memo:
Pay Now

Submit Additional File: Browse... Upload

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) Submit Application

Click **Submit Application**

You will get confirmation on the screen that your application has been submitted for Review

City of Huntsville Business License Application

Welcome **Test User!** [Log Out]

Home Start Application Help

✓ Your application has been submitted for Review

User: Test User AppID: 272 TaxID: 121212 Loc No: []

Type: Renewal Status: New StartDate: 11/19/2014 9:28:45 AM CompleteDate: []

Cost: [] PaymentDate: [] AuthCode: []

Memo: []

Pay Now

Forms Required	Submit Form	File Submitted
	Browse... Upload	TaxReturn_Renewal_.pdf ✓

Submit Additional File: [] Browse... Upload

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) Submit Application

Click “Return to Application List”

A list of your applications with the columns headings Application ID, Type, Status, Started, Completed, Paid, Pay Code and the Memo will be displayed. You can check the status of your application on this screen.

City of Huntsville Business License Application

Welcome **Test user!** [Log Out]

Home Start Application Help

Pending Application(s)							
Application ID	Type	Status	Started	Completed	Paid	Pay Code	Memo
159	New	Approved	9/19/2014 8:31 AM				Ready for payment by:lparker
160	New	Approved	9/19/2014 9:02 AM				Awaiting approval. by:lparker Ready for Payment by:lparker
162	New	Approved	9/19/2014 10:58 AM				Pending Fire inspection. by:lparker Ready for payment by:lparker
207	Renewal	Approved	10/15/2014 8:49 AM				Ready for payment by:lparker
208	New	Complete	10/15/2014 8:52 AM	11/13/2014 10:25 AM	11/13/2014 10:15 AM	123456	Ready for payment by:lparker

To open the application, click the underlined number under “Application ID” column.