Chain Store Licensee:

Store licenses, including Chain Stores, as defined at §40-12-312 & §40-12-315 (Code of Alabama, 1975) require a full listing of each Store physically located in the State of Alabama. To lessen the processing time to issue a timely presented Chain Stores License billing statement, we encourage you to complete the form on the back of this cover letter (make copies as needed or attach a like formatted report). Return by email to [JeffCoBusinessLicense@JCCAL.ORG](mailto:JeffCoBusinessLicense@JCCAL.ORG), by mail to the P.O. Box address listed above, or hand-deliver to any location listed below.

Returning this information before the last business day of September will improve our ability to update the Chain Store records and send a billing statement to assist in meeting the October 31 deadline.

We have assigned the use of email address [JeffCoBusinessLicense@JCCAL.ORG](mailto:JeffCoBusinessLicense@JCCAL.ORG) to the business community for questions and submission of .pdf format documents [include the business entity name and Jefferson County assigned 6-digit business number in the subject line.

In response to threats posed by bad actors and in compliance of §40-2A-10 those who rely on 3rd party vendors to report and remit any Jefferson County Department of Revenue liability, a Power of Attorney (POA) will authorize us to communicate with that vendor. A POA may be emailed.

Using the form on the reverse of this page, list all locations in the State of Alabama. We will amend our records accordingly.

Contact Name / Title Email Address

Mail, or email all forms and affidavits to:

Department of Revenue email: [JeffCoBusinessLicense@jccal.org](mailto:JeffCoBusinessLicense@jccal.org)

P.O. Box 12207 (attachments in .pdf format)

Birmingham, AL 35202-2207

All remittance instruments are *Payable To:* ***Scott Moore, Director***.

*Currently, we are unable to accept remittances electronically.*

Send us an email or call (205) 325-5171 to address any questions – a member of the Business License team will support your compliance efforts.

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| --- | --- | --- | --- | --- |
| Birmingham Courthouse | Bessemer Courthouse | Hoover Satellite | Center Point Satellite | Northern Satellite |
| 716 Richard Arrington Jr Blvd. N, Ste A100 | 1801 3rd Avenue N, Rm 109 | 1901 Hoover Court | 2651 Center Point Pkwy | 651 Main Street |
| Birmingham, AL 35203-0110 | Bessemer, AL 35020 | Hoover, AL 35226 | Birmingham, AL 35215 | Gardendale, AL 35071 |
| (205) 325-5171 | (205)481-4110 | (205) 497-8976 | (205) 714-7175 | (205) 909-3610 |

List Only Stores in Alabama