



## Filing Your Local Business Taxes?

RDS mails forms, labels and an *Advisory* newsletter, with rate sheet, each quarter. Additional forms and other information can be obtained:

### Online

Download forms online at [www.revds.com](http://www.revds.com)

### Fax

Call **800.556.7274** and one of our RDS representatives will fax you the needed forms.

### Quarterly/Occasional Filing

If you file less than \$200 per quarter or if you remit "0" returns, you may qualify to file your taxes quarterly. Please call us for more details on this time saver.

### Remittance Address:

RDS Sales Tax Division  
P. O. Box 830725  
Birmingham, AL 35283-0725

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RDS is a government services company that provides administrative, management and back-office revenue enhancement support services to state and local governments in the areas of tax administration, revenue discovery/recovery, compliance audit examination and delinquent receivables collection.

Questions? Call toll free at **800.556.7274** or visit us on the web at [www.revds.com](http://www.revds.com).

## Frequently Asked Questions

**Q** "Who is RDS?"

**A** RDS is a private company that has been contracted by this local government to administer all functions of the local tax.

**Q** "When is the sales/use tax due?"

**A** The sales/use return must be postmarked on or before the 20th of the month for the previous month's activity.

**Q** "What if the 20th is on the weekend or a holiday?"

**A** The return must be postmarked on or before the next working day to be considered timely?"

**Q** "Am I allowed a discount?"

**A** Most jurisdictions allow a discount for sales tax at the rate of 5% on the first \$100 of tax due and 2% on all tax due over \$100 (Maximum allowed is \$400). There is no discount allowed for Sellers Use or Consumers Use Tax.

*(Please reference the tax form for those jurisdictions with differing discount rates.)*

**Q** "What if I file late?"

**A** The Failure to Timely File penalty is 10% of the tax due or \$50, whichever is greater. The Failure to Timely Pay penalty is 10% of the tax due. Interest is charged at the current rate.

**Q** "May I use other tax forms and/or send my payments to the previous collection provider?"

**A** No. In order to be properly credited for your tax payments, you must use the forms provided by RDS or the universal form. All payments and correspondence must be sent to RDS.

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