



PENALTY WAIVER REQUEST FORM

Complete this form to request a waiver of penalties assessed for the delinquent payment or filing of a tax return. Before completing this form, please read the detailed instructions at the bottom.

BUSINESS INFORMATION

Business Name: _____ Account #: ANN-00 _____
Name/Title of Person Requesting Waiver: _____
Business Address: _____
Phone: _____ Fax: _____ Email: _____

TAX PENALTY TYPE *(Check the tax type on which the penalty was assessed)*

Period (month/quarter/year) Penalty Assessed: _____ Amount of Penalty: _____

- Sales Tax Seller's Use Tax Consumer's Use Tax Rental/Leasing Tax Lodging Tax

REASON FOR REQUEST OF WAIVER

Date of Request: _____

Provide explanation preventing compliance: _____

INSTRUCTIONS TO COMPLETE THIS FORM

Section 1 – Business Information – This section should identify the business/taxpayer who received the penalty assessment. Information should agree with the business information provided on the Tax Account Registration Form on file with the City of Anniston.

Section 2 – Tax Penalty Type – This section should identify:

- Tax type on which the penalty was assessed
- Amount of the penalty
- Tax period covered for which the penalty was assessed

A copy of the penalty invoice/assessment should be submitted along with this request form.

Section 3 – Reason For Request of Waiver – This section requests that an explanation be provided to explain how the event prevented compliance with city ordinances and codes (*attach additional sheets if needed*). Sufficient and detailed documentation should accompany the request to support basis of reasonable cause and grounds for waiver.

GENERAL INFORMATION

- The request for waiver will be processed within 30 days of receipt of this form and any supporting documentation
- Waiver request does not cover the waiver of interest assessed for untimely filing. Section 40-1-44 of Code of Alabama, 1975 does not allow the waiving of interest

If a waiver of penalties is granted, any remaining interest for the tax filing period will be due