

**CITY OF PHENIX CITY ALABAMA  
BUSINESS LICENSE RENEWAL NOTICE  
FOR THE 2026 LICENSE YEAR**

December 5, 2025

Acct No:  
DBA Name:

Business:  
Address:

Mailing Address:

City of Phenix City  
Department of Finance  
601 12th Street  
Phenix City, Alabama  
36867

Re: 2026 Business License Renewal

Dear Business Owner:

It is time to renew your City of Phenix City Business License. Enclosed you will find the application for the 2026 tax year. Codes and schedules can be downloaded from our website at [www.phenixcityal.gov](http://www.phenixcityal.gov) or by calling our office at (334) 448-2730. The application is to be completed in its entirety and returned no later than February 2, 2026.

The 2026 tax year begins January 1, 2026 and ends December 31, 2026. Once you receive your license, please post it in public view in the local business establishment. City officials may come in to inspect them any time after February 1, 2026. If you have any questions, contact our office and we will be happy to assist you with completing the renewal application. It is very important that you complete your application to prevent a delay in the issuance of your license. If you would like to receive future renewal forms by email, please include a valid email address in the account information.

Sincerely,  
Labrita King Copeland  
Finance Director

ACCOUNT INFORMATION			
ACCOUNT NO	ACCOUNT STATUS	BUSINESS NAME	BUSINESS LOCATION
	ACTIVE		
Business Address	Company Address	Owner Address	
Business Email	Company Email:	Owner Email:	

LICENSE INFORMATION					
LICENSE DESCRIPTION	UNITS/GROSS RECEIPTS	A	B	C	D
		ISSUANCE FEE	BASE RATE	GROSS RECEIPTS TAX	TOTAL A+B+C
		\$14.00			
		\$14.00			
		\$14.00			
		\$14.00			
		\$14.00			
		\$14.00			
		\$14.00			
Delinquent after January 31 <sup>st</sup> of each year. 15% penalty for 1st 30 days. 30 % penalty over 30 days. Plus applicable interest thereafter.					
TOTAL TAX FOR ALL LICENSES AND FEES LISTED					

Please make additions and/or corrections to the above Account and/or License information as required. Retain a copy of the completed form for your records.