

## NET PROFIT LICENSE FEE RETURN INSTRUCTIONS

**GENERAL** – In the case of an individual, partnership, association, corporation, fiduciary or other entity engaged in the conduct or operation of any business, profession or enterprise, there is imposed an annual license fee being **the greater of twenty five dollars (\$25.00) or** one and one-half (1½%) percent of the net profits of such business, profession or other enterprise if and to the extent of business conducted in or derived from activity inside the City limits.

**WHO SHOULD FILE** – The Net Profit License Fee Return is to be filed by any entity having receipts and/or payroll within the City Limits of **Edmonton**. The return must also be filed to pay occupational license fee due on wages earned in the City which did not have the license fee withheld. Non-employee earnings qualify as subject income. Receipts from the rental of real estate are required to be reported as subject income .

**WHEN TO FILE** – The Net Profit License Fee return must be filed on or before April 15 if Licensee is on a calendar year. Fiscal year returns are due **105** days after the Federal Tax Year end. If due date falls on Saturday, Sunday or legal holiday the return may be filed on the next succeeding day which is not a Saturday, Sunday or legal holiday.

**EXTENSION REQUESTS**-If an extension of time for filing is necessary, a copy of your federal extension must be submitted on or before the due date of the return. Regardless of the number of extensions approved, all license fees remaining unpaid after they become due shall bear interest at the rate of 1% per month or fraction of a month. All license fees remaining unpaid after the original due date, or approved extension date, whichever shall be later, shall be subject to a five (5%) percent penalty per month. The total penalty levied shall not to exceed 25%; however a minimum penalty of \$25 shall apply.