

APPLICATION FOR CITY OF RICHMOND BUSINESS LICENSE



City of Richmond, Virginia
 Division of Collections
 900 East Broad Street, Room 102
 P.O. Box 26505
 Richmond, VA 23261-6505

LICENSE YEAR 2012

Account # _____

IMPORTANT: Renewal application must be filed and taxes and/or fees paid in full by 3/1/2012.
Your 2011 license expired 12/31/2011.
This license must be surrendered upon demand.

APPLICANT NAME AND MAILING ADDRESS:

Name: _____
 Address 1: _____
 Address 2: _____
 City, State Zip: _____

INSTRUCTIONS:

- Type or print only.
- Provide complete information.
- Sign in the space provided at the bottom of the application.
- Return with check payable to "City of Richmond."
- A 2012 business license will be returned to you provided all taxes are current.
- For assistance call (804) 646-7000.
- For information or forms, visit our website at www.richmondgov.com.

IMPORTANT – PLEASE READ:

- Up to 10% penalty will be added (subject to a minimum penalty) if payment is not postmarked or received by the Department of Finance on or before **March 1, 2012**
- Your business must be properly zoned before you may begin operating (Zoning phone no. (804) 646-6340).
- All trade / assumed names must be registered with the Clerk of the Circuit Court before the license can be issued (Clerk's phone no. (804) 646-6530).
- If gross receipts for 2011 were less than \$100,000, please see reverse.
- You will receive a separate renewal form for each line of business or charge on your account (i.e. Restaurant, Beer & Wine and Mixed Beverage will produce 3 renewal forms).

TELEPHONE:	FAX:
E-MAIL ADDRESS:	
EMPLOYER OR S.S. NO.	
RICHMOND CITY BUSINESS ADDRESS:	
COMPANY:	
TRADE NAME:	
PRESIDENT:	
REGISTERED AGENT:	
NO. / STREET:	
CITY / STATE / ZIP	
TELEPHONE:	

2011 – LICENSE TAX ADJUSTMENT – 2011

CALCULATE ADJUSTMENTS ONLY IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2010

Account Number:

BUSINESS TYPE DESCRIPTION	2011 ACTUAL GROSS RECEIPTS	TAX RATE	2011 TAX DUE A	2011 TAX PAID R	TAX DUE / (REFUND) A - R
	.00 X	=			

DATE BEGAN BUSINESS IN RICHMOND:			CERT OF OCCUPANCY NUMBER:		
DATE CEASED BUSINESS IN RICHMOND: MM DD YYYY			CHECK ONE <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORP. <input type="checkbox"/> LLC		
SSN OR FED ID #:		VA SALES TAX #:		TELEPHONE #: () -	
LICENSE PREPARER OTHER THAN LICENSEE:				FAX #: () -	

2012 – CITY OF RICHMOND – 2012

BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE

Account Number:

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2011 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
				X	0.00	=

LICENSEE:

T/A:

AMOUNT	
PENALTY	
INTEREST	
TOTAL	
AMOUNT PAID ↻	

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE.

Date _____ Daytime Phone _____ Signature _____

CITY LICENSE RATES WHEN TAX BASE EXCEEDS \$99,999 (Exception: Businesses that are subject to the flat tax.)

Professional	\$.58 per \$100 of gross receipts	Peddler/Sidewalk Vendor	\$225 Flat Tax
Personal Services	\$.36 per \$100 of gross receipts	Restaurant	\$.36 per \$100 of gross receipts
Retail Merchant	\$.20 per \$100 of gross receipts	Repair Services	\$.36 per \$100 of gross receipts
Wholesale Merchant	\$.22 per \$100 of purchases	Itinerant Merchant	\$500 Flat Tax
Contractor	\$.19 per \$100 of gross receipts	Beer & Wine	\$75 Flat Tax
		Mixed Beverage Seating	1-100 = \$200 101-150 = \$350 Over 150 = \$500

GENERAL INFORMATION

- ❖ **License Fee:** Businesses with gross receipts greater than or equal to \$5,000, but less than \$100,000, pay only the \$30 license fee.
- ❖ **BPOL Guidelines:** Revised BPOL guidelines may be obtained by contacting the Virginia Department of Taxation at www.tax.virginia.gov.
- ❖ **Contractors:** Senate Bill 193, enacted by the 1998 General Assembly, requires all contractors to provide written certification of their compliance with the Virginia Workers' Compensation Act prior to the issuance of their business license. Contact the Insurance Department of the Virginia Compensation Commission at (804) 367-2075 or go to www.vwc.state.va.us to obtain a copy of the required certification form.
- ❖ **Failure to Obtain a License:** Criminal offense, punishable by fine, imprisonment, and/or business closure.
- ❖ **Signature:** Required. Your signature indicates you are aware of all the applicable obligations associated with this license, including Personal Property Taxes and Zoning Requirements.
- ❖ **Business Changes:** Contact the City of Richmond at (804) 646-7000 Monday – Friday 8:00 AM – 5:00 PM or E-mail finance@richmondgov.com to report any changes in name, address, or classification.
- ❖ **Errors & Omissions:** Should any information contained in this package differ from existing City Ordinances, the current Ordinances as enacted by Richmond City Council shall prevail.
- ❖ **Payments:** Payments may be made at our satellite locations: 4100 Hull Street; 701 North 25th Street.

DUE DATE CALENDAR

- January 17 Real Estate Taxes – 1st Half Payment Due
- January 31 Daily Rental Tax Renewal Certificates Due
- March 1 Business License Renewal Application and 1st Half Payment Due
- March 1 Business Personal Property and Machinery & Tools Returns Due
- March 30 Tax Relief Application and Renewal Due
- May 1 Property Taxes (Personal, Business, Machinery & Tools) Payment Due
- June 1 Bank Franchise Taxes Payment Due
- June 14 Real Estate Taxes – 2nd Half Payment Due
- June 14 Public Service Corporation Taxes Payment Due
- June 15 Business License – 2nd Half Payment Due
- December 31 Workers' Compensation Certification Due

- 15th of Every Month Consumer Utility Taxes – Due the Second Month Following Collection
- 20th of Every Month Admissions, Lodging, Meals Taxes – Due the Month Following Collection
- 20th of Every April, July, October & January Daily Rental Taxes Payment Due

Address Correction

Address: _____

 Phone Number: _____
 Fax Number: _____
 E-mail Address: _____

City of Richmond, Virginia
Division of Collections
 900 East Broad Street, Room 102
 P.O. Box 26505
 Richmond, VA 23261-6505