

# APPLICATION FOR CITY OF RICHMOND BUSINESS LICENSE



**City of Richmond, Virginia**  
**Division of Collections**  
 900 East Broad Street, Room 103  
 P.O. Box 26624  
 Richmond, VA 23261

## LICENSE YEAR 2014

Account # \_\_\_\_\_

**APPLICANT NAME AND MAILING ADDRESS:**

Name \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip \_\_\_\_\_

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

**IMPORTANT: Renewal application must be filed and taxes and/or fees paid in full by 3/1/2014.**  
**Your 2013 license expired 12/31/2013.**  
**This license must be surrendered upon demand.**

**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 2014 business license will be returned to you.
- For assistance call (804) 646-7000.
- For information or forms, visit our website at [www.richmondgov.com](http://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, 2014**.
- 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 2013 were \$100,000 or more, 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).

### 2013 – LICENSE TAX ADJUSTMENT – 2013

CALCULATE ADJUSTMENTS ONLY IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2012

Account Number: \_\_\_\_\_

BUSINESS TYPE DESCRIPTION	2013 ACTUAL GROSS RECEIPTS	TAX RATE	2013 TAX DUE <b>A</b>	2013 TAX PAID <b>B</b>	TAX DUE / (REFUND) <b>A - B</b>
	<b>.00 X</b>		<b>=</b>		

DATE BEGAN BUSINESS IN RICHMOND: MM DD YYYY	CERT OF OCCUPANCY NUMBER:
DATE CEASED BUSINESS IN RICHMOND: MM DD YYYY	CIRCLE ONE: INDIVIDUAL PARTNERSHIP CORP. LLC
SSN OR FED ID #:	VA SALES TAX #:
LICENSE PREPARER OTHER THAN LICENSEE:	TELEPHONE #: ( ) -
	FAX #: ( ) -

### 2014 – CITY OF RICHMOND – 2014

BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE

Account Number: \_\_\_\_\_

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2013 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
				<b>.00 X</b>		<b>=</b>

LICENSEE:

T/A:

AMOUNT	
PENALTY	
INTEREST	
TOTAL	
AMOUNT PAID ↻	

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE. BUSINESS LICENSE RECEIPTS ARE SUBJECT TO AUDIT.

Date \_\_\_\_\_ Phone \_\_\_\_\_ Printed Name \_\_\_\_\_ 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 (804) 440-2541 or on the Internet at [www.taxpolicy.virginia.gov](http://www.taxpolicy.virginia.gov).
- ❖ **Contractors:** Virginia law requires all contractors to provide written certification of their compliance with the Virginia Workers' Compensation Act prior to the issuance or renewal of their business license. A copy of the certification form may be obtained by contacting the Insurance Department of the Virginia Compensation Commission at (877) 664-2566; or, a copy may also be obtained at [www.vwc.state.va.us](http://www.vwc.state.va.us) or [www.richmondgov.com/Finance/forms](http://www.richmondgov.com/Finance/forms).
- ❖ **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](mailto: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.

### DUE DATE CALENDAR

- January 14                      Real Estate Taxes – 1<sup>st</sup> Half Payment Due
- March 1                         Business License Renewal Application and 1<sup>st</sup> Half Payment Due
- March 1                         Business Personal Property and Machinery & Tools Returns Due
- March 31                        Tax Relief Application and Renewal Due
- June 1                          June 1 Bank Franchise Taxes Payment Due
- June 5                          Property Taxes (Personal, Business, Machinery & Tools) Payment Due (subject to change)
- June 16                         Real Estate Taxes – 2<sup>nd</sup> Half Payment Due
- June 16                         Public Service Corporation Taxes Payment Due
- June 16                         Business License – 2<sup>nd</sup> Half Payment Due
- December 31                 Workers' Compensation Certification Due (for 2015 tax year)
  
- 15<sup>th</sup> of Every Month             Consumer Utility Taxes – Due the Second Month Following Collection
- 20<sup>th</sup> of Every Month            Admissions, Lodging, Meals Taxes – Due the Month Following Collection
- 20<sup>th</sup> of Every April, July, October, & January    Daily Rental Taxes Payment Due

**In the event a due date falls on a weekend or a federal holiday, the tax may be paid on the next business day without penalty.**

#### Address Correction

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

**City of Richmond, Virginia**  
**Division of Collections**  
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