

COMMISSIONER OF THE REVENUE  
116 West Beverley Street, P.O. Box 4  
Staunton, VA 24402-0004  
P: (540) 332-3829 • F: (540) 851-4022  
email: revenue@ci.staunton.va.us



**2025 BUSINESS LICENSE RENEWAL**  
**FILING AND PAYMENT DUE BY MARCH 1, 2025**

**Office Use Only**  
Renewal Rec'd: \_\_\_\_\_  
☐ Billed ☐ Paid at Tr.  
☐ Pmt. Rec'd: \_\_\_\_\_  
\$ \_\_\_\_\_ ✓ # \_\_\_\_\_  
Notes: \_\_\_\_\_

DBA  
CONTACT  
ADDRESS  
CITY, STATE ZIP

ACCOUNT NUMBER:  
PHONE:  
EMAIL:  
BUSINESS LOCATION:

(1) **ATTENTION**  
**IF YOU ARE NO LONGER IN BUSINESS,**  
**provide the date you ceased to operate, sign**  
**below and return this renewal to our office.**  
You do not need to provide any other  
information.  
**Date:** \_\_\_\_\_

**INSTRUCTIONS TO RENEW**

- **PLEASE NOTE** – Changes on reverse for classifications and rates.
- We are working to integrate online service and payments for renewals. Instructions are located at the website below.  
<https://www.ci.staunton.va.us/departments/commissioner-of-revenue/business-license-taxes>  
\*If you are in your second or third year you may not be able to file online but you can still pay online.
- Update and provide any contact information listed above that is missing or incorrect.
- *If you closed your business or moved your business out of the City of Staunton in 2024*, complete box (1) above.
- *If you were a new business in the City of Staunton in 2024*, complete boxes (2) and (3) below. The initial business license was issued based on an estimated gross receipt amount. If you exceeded the estimated amount, you may receive a bill for an additional tax due for 2024. If your actual gross receipts were less than your estimated amount, you may have a credit applied to your 2025 business license. Please contact our office for assistance in calculating your total tax due.
- The renewal and payment must be submitted and/or postmarked by March 1, 2025.

(2) **NEW BUSINESS IN 2024**  
**IF YOU STARTED YOUR BUSINESS IN 2024**, you are required to submit your actual gross receipts for 2024 in box (3) below **and** an estimated amount of gross receipts for 2025 in this box.  
**2025 Estimated Gross Receipts:** \$ \_\_\_\_\_

(3) **EXISTING BUSINESS**

| (a) Business License Class | (b) 2024 Gross Receipts (\$) | (c) Rate (*see back page) | (d) Tax Due (\$) |
|----------------------------|------------------------------|---------------------------|------------------|
|                            |                              |                           |                  |
|                            |                              |                           |                  |
|                            |                              |                           |                  |
|                            |                              |                           |                  |
| Total Tax Due:             |                              |                           |                  |

| Fuel Type | Gallons | Jan-Jun Adj Rate | Gallons | Jul-Dec Adj Rate | Dollar Amount Adjusted | Tax Rate | Tax Credit |
|-----------|---------|------------------|---------|------------------|------------------------|----------|------------|
| Gasoline  |         | x .569           |         | x .582           |                        | x .0020  | (       )  |
| Diesel    |         | x .640           |         | x .653           |                        | x .0020  | (       )  |

\*\*above gas chart only applies if you sell gasoline \*\*

Total Credit: \_\_\_\_\_

**Total Tax Due - (Total Tax Credit) = Business License Tax Due:** \$ \_\_\_\_\_

I hereby declare that the information submitted on this return is true, full, and correct to the best of my knowledge and belief.

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**QUESTIONS OR CONCERNS?**

Please contact our office with any questions or for assistance in calculating your Business License tax.

## FAQ's

- Make checks payable to the City of Staunton. Payments by cash and/or credit card can be made in-person with the Treasurer's office; a fee is charged for credit card payments. Contact the Treasurer's office for more information regarding credit card payments at (540) 332-3833.
- **ATTENTION LICENSED CONTRACTORS:** You must attach copies of paid licenses with gross receipt amounts from other jurisdictions to deduct those receipts from your City of Staunton business license. The Workers' Compensation Insurance (Form 61A) is to be completed or we must be able to verify your insurance @ <https://www.ewccv.com/cvs/?ref=https://workcomp.virginia.gov/>
- A business license will not be issued until all delinquent business license and personal property taxes owed by the applicant has been paid in full to the City of Staunton. If you are unsure of any balance due to the City of Staunton, contact the Treasurer's office for more information regarding outstanding balances at (540) 332-3833.
- Gross receipts are defined as the whole, entire, total receipts, without deduction. Common exclusions from gross receipts include sales tax, local excise taxes, and returns and allowances granted by the business to its customers.
- Any filings received and/or postmarked after the due date of March 1, 2025 will be considered late. A penalty of 10% will be assessed as of March 2, 2025. The 10% interest per annum will be assessed as of April 1, 2025.

## BUSINESS LICENSE CLASSIFICATIONS AND RATES

City of Staunton, VA

| BUSINESS CLASSIFICATION                                            | GROSS RECEIPTS  | RATE                                          |
|--------------------------------------------------------------------|-----------------|-----------------------------------------------|
| Contractor<br>(Must hold a valid VA Contractor's License)          | \$0-50,000      | \$30 fee                                      |
|                                                                    | Over \$50,000   | \$0.16 per \$100.00 of gross receipts (.0016) |
| Retail                                                             | \$0-50,000      | \$30 fee                                      |
|                                                                    | Over \$50,000   | \$0.20 per \$100.00 of gross receipts (.0020) |
| Professional<br>(State licensed, i.e. – Real Estate Agent, Doctor) | \$0-50,000      | \$30 Fee                                      |
|                                                                    | Over \$50,000   | \$0.40 per \$100.00 of gross receipts (.0040) |
| Business Service                                                   | \$0-50,000      | \$30 Fee                                      |
|                                                                    | Over \$50,000   | \$0.36 per \$100.00 of gross receipts (.0036) |
| Direct Seller                                                      | Under \$4,000   | No Fee License                                |
|                                                                    | Over \$4,000    | \$0.20 per \$100.00 of gross receipts (.0020) |
| Wholesale Merchant<br>(Based on Gross Purchases)                   | \$0-10,000      | \$100.00                                      |
|                                                                    | \$10,001-50,000 | \$100 + \$0.50 per \$100.00 over \$10,001.00  |
|                                                                    | \$50,001 and up | \$300 + \$0.12 per \$100.00 over \$50,001.00  |

| ABC                                            | (prorated monthly) |
|------------------------------------------------|--------------------|
| Beer & Wine Off Premises                       | \$150.00           |
| Beer & Wine On & Off Premises                  | \$150.00           |
| Mixed Beverage, Seating Capacity of 0-100      | \$200.00           |
| Mixed Beverage, Seating Capacity of 101-150    | \$350.00           |
| Mixed Beverage, Seating Capacity of 151 & more | \$500.00           |
| Brewery                                        | \$250.00           |
| Gourmet Brewing Shop                           | \$150.00           |
| Bed & Breakfast Establishment                  | \$40.00            |
| Mixed Beverage Limited Caterer's               | \$100.00           |
| Mixed Beverage Performing Arts                 | \$300.00           |
| Winery Farm                                    | \$50.00            |
| Homestay Yearly Registration                   | \$50.00            |

**NOTE:** Rates are new for tax year 2024 and forward. Not all alcoholic beverage charges are listed.