



City of Staunton
Commissioner of the Revenue
116 West Beverley Street
Post Office Box 4, Staunton, VA 24402-0004
Telephone: (540) 332-3829 Fax: (540) 851-4022

2017 Business License Application/Renewal

TRADE NAME:
 OWNER/CORPORATION:
 ADDRESS:

ACCOUNT NUMBER:
 PHONE:
 FAX:
 EMAIL:

BUSINESS LICENSE CLASS:
 BUSINESS LICENSE CLASS:
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FILING AND PAYMENT DUE ON/BEFORE MARCH 1, 2017

A PENALTY OF 10% AND 10% INTEREST PER ANNUM WILL BE ASSESSED TO ANYONE FILING AFTER MARCH 1.

Business License Class (Multiply your gross receipts times the rate to get your tax due.)	Actual 2016 Gross Receipts	x Rate	Tax Due
Business Service \$0.36 per \$100 of gross receipts OR \$30 minimum		x .0036	= \$
Contractor \$0.16 per \$100 of gross receipts OR \$30 minimum State Contractor License Number: _____ Expiration Date: _____ • Please attach copies of paid licenses with gross receipt amounts from other jurisdictions. • The Workers' Compensation Insurance (Form 61A) is available to be completed online at workcomp.virginia.gov . The acknowledgement of compliance must be submitted to our office before a business license will be issued.		x .0016	= \$
Retail \$0.20 per \$100 of gross receipts OR \$30 minimum		x .0020	= \$
Professional \$0.40 per \$100 of gross receipts OR \$30 minimum		x .0040	= \$
Direct Seller \$0.20 per \$100 of gross receipts over \$4,000		x .0020	= \$
Wholesale Merchant \$0-10,000 \$100 Gross Purchases \$10,001-50,000 \$100 + .50 per \$100 over \$10,000 \$50,001 or more \$300 + .12 per \$100 over \$50,000			= \$
Utility \$0.50 per \$100 of gross receipts OR \$30 minimum		x .0050	= \$
ABC Beer On = \$100 Beer & Wine On = \$150 Day Spa = \$20 Beer Off = \$100 Beer & Wine Off = \$150 Brewery = \$250 Mixed Beverage Caterer = \$100 Gourmet Brewing Shop = \$150 Bed & Breakfast = \$40			= \$
Mixed Beverage Seating Capacity 1-100 = \$200 101-150 = \$350 151+ = \$500			= \$

If you sell gasoline, → complete the Fuel Tax chart.	Fuel Type	Number of Gallons	Adjusted Rate	Dollar Amount Adjusted	Rate	Tax Credit
	Gasoline		x .346		x .0020	()
	Diesel		x .446		x .0020	()
	Dyed Kerosene		x .006		x .0020	()

Total Tax Due - (Total Tax Credit): \$ _____

IF YOU ARE NO LONGER IN BUSINESS, GIVE DATE YOU CEASED TO OPERATE _____

IF YOU WERE A NEW BUSINESS IN 2016, your business license was based upon an estimated amount. If you exceeded that amount, you may receive a bill for an additional amount due for 2017. If your actual gross receipts were less than your estimate, you will have a credit applied to your 2017 business license. You are required to submit your actual gross receipts for 2016 in the chart above **and** an estimated amount of gross receipts for 2017 below.

Please call for assistance in calculating your business license tax amount. **2017 Estimated gross receipts: \$ _____**

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

Print Contact Name _____

Signature _____ Date _____