

LOCAL TAXES

Note: Not all taxes may apply to your business.

Business License: The Business, Professional, and Occupational License applies to every person or business engaging in the business, trade, profession, or occupation located in the City of Staunton. Most license taxes are based on gross receipts and the rate varies with the type of business you intend to engage in. To avoid penalties, you are required to obtain a business license within 30 days of the beginning of operation. The license is renewable on an annual basis, on or before March 1st.

Meals Tax: Every restaurant, caterer, coffee shop, convenience store, grocery deli, etc. located in the City of Staunton engaged in the business of selling meals and/or beverages is required to remit the meals tax collected to the Commissioner of the Revenue's office by the 20th of each following month. The returns are remitted on a monthly basis.

Occupancy Tax: Every hotel, motel, bed & breakfast, or other lodging place located in the City of Staunton that, for compensation, furnishes lodging to four or more transients is required to remit the occupancy tax collected to the Commissioner of the Revenue's office by the 20th of each following month. The returns are remitted on a monthly basis.

Business Tangible Personal Property Tax: Every business located in the City of Staunton is required to file a return listing all business equipment, furniture, fixtures, tools, etc. by May 1st of each tax year.

STAUNTON DOWNTOWN DEVELOPMENT ASSOCIATION

The SDDA is a nationally accredited Main Street program. Operating as a non-profit, volunteer-based, association, the mission is to enhance downtown Staunton's economic environment as a center of commerce while maintaining the character and integrity of the city's Downtown Service District. For more information, contact:

SDDA

110 W. Johnson Street, Suite 225

Staunton, VA 24401

(540) 332-3867 • www.stauntondowntown.org

STAUNTON CREATIVE COMMUNITY FUND

The SCCF is dedicated to helping small businesses. We serve as the local hub for entrepreneurial innovation and bring together the talent, creativity, information, funding, and resources that grow a vibrant local economy. The Fund can help you navigate the pitfalls, detours, highs, and lows of starting or expanding a small business. For more information, contact:

SCCF

10 Byers Street

Staunton, VA 24401

(540) 213-0333 • www.stauntonfund.org

****SCCF is NOT affiliated with City of Staunton.***

ECONOMIC DEVELOPMENT

Staunton works with the SCCF and the SDDA to help you succeed. Economic Development also offers the Enterprise Zone program, an incentive to encourage new business location and existing business expansion in a geographic area of the city that is targeted for business development. For more information, contact:

Department of Economic Development

116 W. Beverley Street, 3rd Floor

Staunton, VA 24401

(540) 332-3869 • www.ci.staunton.va.us



**OPENING A
BUSINESS
IN THE
CITY OF
STAUNTON**

COMMISSIONER OF THE REVENUE

Maggie Ragon

116 E. Beverley Street

P.O. Box 4

Staunton, VA 24402

(540) 332-3829

revenue@ci.staunton.va.us

www.staunton.va.us/cor

HOME OCCUPATION PERMIT

A Home Occupation Permit may be required if you are operating your business from a home address. The permit is issued through the City of Staunton Planning and Zoning Division. For more information, contact:

Planning and Zoning Division
116 W. Beverley Street, 3rd Floor
Staunton, VA 24402
(540) 332-3862 • www.ci.staunton.va.us

REGISTER A FICTITIOUS NAME

As a sole proprietor or partnership, you must register your fictitious name with the State Corporation Commission. For more information, contact:

State Corporation Commission
1300 E. Main Street
Richmond, VA 23218
(804) 371-9967 • www.scc.virginia.gov

REGISTER A CORPORATION

To incorporate your business in Virginia, you must be registered with the State Corporation Commission. For more information, contact:

State Corporation Commission
1300 E. Main Street
Richmond, VA 23218
(804) 371-9967 • www.scc.virginia.gov

FEDERAL EMPLOYEE IDENTIFICATION NUMBER

A FEIN is a unique nine-digit number assigned by the Internal Revenue Service to a business for the purpose of identification and tax administration. For more information, contact:

IRS
(800) 829-1040 • www.irs.gov

SALES AND USE TAX

Every individual, partnership, corporation, etc., engaging in business as a retail dealer in Virginia is required to register with the Virginia Department of Taxation.

Virginia Department of Taxation
P.O. Box 1115
Richmond, VA 23218
(804) 367-8037 • www.tax.virginia.gov

FEDERAL INCOME TAX

All businesses must file an annual income tax return. The federal income tax is a pay-as-you-go tax. The most common form for filing business income is the Federal Schedule C, Profit or Loss from Business. (Refer to IRS Publication 583 for more information.)

SELF-EMPLOYMENT TAX

Self-employment tax is a social security and Medicare tax primarily for individuals who work for themselves.

EMPLOYMENT TAXES

As the employer, you are responsible for certain employment taxes. Employment taxes include, Social security and Medicare taxes, Federal income tax withholding, and Federal unemployment (FUTA) tax.

STATE INCOME TAX

The state income tax is based on the federal income tax return.

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY
Virginia ABC enhances the quality of life for all Virginians by balancing service, revenue and control in the distribution, sale and consumption of alcoholic beverages. The ABC issues licenses for the manufacture, wholesale and retailing of spirits, wine and beer. For more information, contact:

Virginia ABC
38 Professional Way
Verona, Virginia 24482
(540) 332-7800 • www.abc.virginia.gov

VIRGINIA WORKERS' COMPENSATION COMMISSION

All employers with three or more regular employees are required to furnish workers' compensation insurance coverage, at no cost to the employees. The insurance may be purchased through a private insurance company or the employer can apply to the Industrial Commission to be a self-insurer. For more information, contact:

Virginia Workers' Compensation Commission
333 E. Franklin Street
Richmond, Virginia 23219
(877) 664-2566 • www.vwc.state.va.us

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

DPOR issues professional credentials in the least intrusive, least burdensome and most efficient way, with the goal of ensuring the minimum competency necessary to practice without harming the public and enforcing standards of professional conduct. For more information, contact:

DPOR
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8500 • www.dpor.virginia.gov