

IMPORTANT COVID-19 INFORMATION

You are not required to appear in person to our office to renew your business license. If you choose to appear in City Hall, a mask is required. Please utilize the mail, email, and fax number listed below to submit the business license renewal. Payment may be remitted by mail.

COMMISSIONER OF THE REVENUE

116 West Beverley Street • P.O. Box 4 • Staunton, VA 24402-0004

T: (540) 332-3829 • F: (540) 851-4022 • Email: revenue@ci.staunton.va.us

**2021 BUSINESS LICENSE RENEWAL****INSTRUCTIONS**

DBA: _____

- FILING AND PAYMENT DUE BY **MARCH 1, 2021**. A penalty of 10% and 10% interest per annum will be assessed to all filings received after the due date.
- Multiply your gross receipts by the rate to calculate your tax due amount; a minimum license of \$30.00 is required of all businesses, except direct sellers.
- Please contact our office with any questions or for assistance in calculating your tax due.

ACCOUNT NUMBER: _____

PHONE: _____

EMAIL: _____

BUSINESS LICENSE CLASS: _____

IF YOU WERE A NEW BUSINESS IN 2020, your business license was based on an estimated amount. If you exceeded that amount, you may receive a bill for an additional amount due for 2021. If your actual gross receipts were less than your estimate, you will have a credit applied to your 2021 business license. You are required to submit your actual gross receipts for 2020 in the chart below and an estimated amount of gross receipts for 2021 in this box.

2021 Estimated gross receipts: \$ _____

BUSINESS LICENSE CLASS (see above)	2020 GROSS RECEIPTS	x RATE	TAX DUE
Business Service \$0.36 per \$100 of gross receipts		x .0036	= \$
Contractor \$0.16 per \$100 of gross receipts State Contractor License Number: _____ Expiration Date: _____ • Attach copies of paid licenses with gross receipt amounts from other jurisdictions. • The Workers' Compensation Insurance (Form 61A) is to be completed online (workcomp.virginia.gov). Acknowledgment of compliance must be submitted to our office.		x .0016	= \$
Retail \$0.20 per \$100 of gross receipts		x .0020	= \$
Professional \$0.40 per \$100 of gross receipts		x .0040	= \$
Direct Seller \$0.20 per \$100 of gross receipts over \$4,000		x .0020	= \$
Wholesale Merchant Gross Purchases \$0-10,000 \$100 \$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		x .0050	= \$
ABC Beer On = \$100 Beer & Wine On = \$150 Mixed Beverage Caterer = \$100 Beer Off = \$100 Beer & Wine Off = \$150 Brewery = \$250 B&B = \$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 .396		x .0020	()
	Diesel		x .446		x .0020	()

IF YOU ARE NO LONGER IN BUSINESS,

PROVIDE THE DATE YOU CEASED TO OPERATE. _____

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

MAKE CHECKS PAYABLE TO THE CITY OF STAUNTON.

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 _____

Office Use Only Date Rec'd: _____ ☐ Billed ☐ Paid at Tr. \$ _____ ✓# _____

Notes: _____