



Commissioner of the Revenue  
P.O. BOX 1077  
Collinsville, VA 24078-1077

**2025 HENRY COUNTY  
BUSINESS LICENSE RENEWAL  
LICENSE EXPIRES DECEMBER 31,2025**

This form must be filed with the Commissioner of the Revenue and the tax paid on or before **March 1**.

**You may renew your business license online at  
<https://henrycountyva.gov/279/Business-Tax>**

Contact Number: (276) 634-4690

Make checks payable to Treasurer of Henry County

For period beginning January 1, 2025 and ending December 31, 2025

Trade Name: \_\_\_\_\_

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

Henry County Location: \_\_\_\_\_

Sales Tax #: \_\_\_\_\_

Business Type: \_\_\_\_\_

Check  Individual  Partnership  Corporation  LLC

If approved, how would you like to receive your business license?

Email \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Contractor licenses can't be renewed or issued without a valid copy of State License and a completed Workers Compensation Certification (Form 61-A) verifying Workers Compensation.**

CODE	LICENSEE APPLIES FOR THE FOLLOWING RENEWAL See reverse for additional instructions	GROSS RECEIPTS

I, the undersigned, declare under penalty of the law that I have examined this return and to the best of my knowledge and belief, it is a true, correct and complete form.

**NOTE: It is a Class 1 Misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter (Code of Va. Sec. 58.1-11)**

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Taxes prescribed by law \$ \_\_\_\_\_

Penalties \$ \_\_\_\_\_

Total taxes and penalties \$ \_\_\_\_\_

Commissioner of the Revenue Deputy or Clerk

Date

# INSTRUCTIONS FOR COUNTY BUSINESSES

FILL IN INFORMATION AND RETURN WITH PAYMENT TO COMMISSIONER OF REVENUE. YOUR COPY WILL BE RETURNED TO YOU.

DOCUMENTATION REQUIRED: EACH BUSINESS IN CATEGORIES 1-5 AND 8 MUST SUBMIT A COPY OF ITS BUSINESS SCHEDULE C OR P & L STATEMENT WITH ITS BUSINESS LICENSE APPLICATION.

(The following information is taken from the Business, Professional, and Occupational License Ordinance adopted by the Henry County Board of Supervisors. For a complete copy of the Ordinance, contact the County Administrator's Office, County Administration Building.)

TAX RATES: The following are annual tax rates under this Ordinance:

For code/category 1 thru 5, businesses with gross receipts of less than \$100,000.00, there will be an annual fee of \$30.00.

Code/Category 1:	Contractors: .00025 of gross receipts. (Minimum License \$30.00)
Code/Category 2:	Retail Sales: .0015 of gross receipts.
Code/Category 3:	Financial, Real Estate, and Professional Services: .0025 of gross receipts
Code/Category 4:	Repair, Personal, and Business Services and Other Businesses: .0015 of gross receipts.
Code/Category 5:	Wholesale Sales: .0005 of purchases.
Code/Category 6:	Carnival, Circus, etc.: \$500.00 per day (may be waived for non-profit organizations).
Code/Category 7:	Fortune-Tellers, Clairvoyants, and Practitioners of Palmistry or Phrenology: \$500.00 annually.
Code/Category 8:	Utilities: .005 of gross receipts, not including any charges for long-distance telephone calls.
Code/Category 9:	Itinerant Merchants: \$500.00 annually.
Code/Category 10:	Peddlers: \$50.00 annually.

BASIS FOR ASSESSING TAX: The above rates in Categories 1-5 and 8 will be applied against the gross receipts of the business in the prior calendar year. If the business files its income tax returns on a fiscal year basis, the tax may be paid for the most recent fiscal year ending in the prior calendar year.

NEW BUSINESSES: Before beginning operations, a new business must obtain a business license. If in Categories 1-4, the tax will be assessed on estimated gross receipts for the remainder of the current calendar year. An adjustment to actual gross receipts will be made in the following year.

BUSINESS FALLING IN MORE THAN ONE CATEGORY: If a business operates in more than one of the above categories, a license must be obtained in each category and documentation on the breakdown of gross receipts by category (If applicable) must be provided. At its option, such a business may choose to pay all its tax in the category with the higher rate.

TERM OF LICENSE: All business licenses are issued annually. Application for license may be made from January 1 to March 1; the fee must be paid by March 1 to avoid penalty.

PENALTY: A penalty of 10% of the application fee will be added to all license taxes not paid by March 1. It shall be unlawful AND a Class 3 misdemeanor to operate or conduct a business without first obtaining a license.