



THE COMMISSIONER OF THE REVENUE

HENRY COUNTY

P.O. Box 1077 Collinsville, VA 24078

Phone: (276)634-4690



APPLICATION FOR BUSINESS, PROFESSIONAL, AND OCCUPATION LICENSE

READ THOROUGHLY EACH PAGE BEFORE SUBMITTING TO PREVENT DELAYS IN LICENSING

LEGAL BUSINESS NAME:

DBA/TRADE NAME*: _____

*No person shall conduct or transact business in the Commonwealth under any assumed or fictitious name unless such person files in the office of the clerk of the Commission a certificate of assumed or fictitious name. No Business License application will be accepted by the Commissioner of Revenue without a copy of the certificate of assumed or fictitious name (ref Code of Virginia 59.1-69-76).

SSN OR FEIN#: _____ VA SALES & USE TAX#: _____

TYPE OF OWNERSHIP: ☐ SOLE PROPRIETER ☐ LLC ☐ CORPORATION ☐ PARTNERSHIP ☐ OTHER

BUSINESS PHYSICAL ADDRESS:

BUSINESS MAILING ADDRESS: (If different from above)

BUSINESS PHONE: _____ EMAIL: _____

OWNER, OFFICERS, OR OTHER RESPONSIBLE PARTY THAT IS AUTHORIZED TO SIGN LICENSE:

NAME: _____ TITLE: _____ PHONE#: _____

NAME: _____ TITLE: _____ PHONE#: _____

DESCRIPTION OF BUSINESS (Provide complete description of work performed/services provided):

BUSINESS START DATE IN HENRY COUNTY (Only if this is a new Business): _____

ESTIMATED ANNUAL GROSS RECEIPTS* (start date through December 31st): _____

*For a new Business, including a Business newly located in Henry County, the first year of License tax is based on the Business's reasonable estimate of expected Gross. This estimate will be corrected to actual in the 2nd year, with either a credit or a supplemental billing. Each renewal after is based on actual Gross Receipts in the form of a required Profit or Loss or Schedule C from the Business's tax documents. If documentation of true Gross Receipts is not sent in at time of renewal, Business License will be held until we receive required documentation.

OTHER REQUIRED DOCUMENTATION NEEDED TO PROCESS A NEW BUSINESS LICENSE (If applicable to your Business) **IF RENEWING WE DO NOT NEED:**

- ☐ **ABC LICENCES** (on and/or off premises) ☐ **ST-10C FORM** (for resale of vape/tobacco products)
- ☐ **PREPARED FOOD AND BEVERAGE APPLICATION** (ref Code of Virginia – 58.1-3833)
- ☐ **INSPECTION/APPROVAL LETTERS FROM VA HEALTH DEPARTMENT &/OR PUBLIC SAFETY &/OR DEPARTMENT OF AGRICULTURE**
- ☐ **IF BUSINESS RENTS/LEASES BUSINESS ADDRESS - COPY OF RENTAL/LEASE AGREEMENT**
- ☐ **IF BUSINESS IS NEWLY LOCATED IN HENRY COUNTY - NEED ZONING APPROVAL LETTER**
- ☐ **LLC/ARTICLES OF CORPORATION PAPERWORK** ☐ **OFFICIAL COPY OF EIN/FIN# OR SSN#**
- ☐ **VALID ID**

DECLARATION: *I DECLARE UNDER THE PENALTY OF LAW THAT THE STATEMENTS AND FIGURES HEREON ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.*

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

PLEASE READ PRIOR TO SUBMITTING FORM

- Once a Business has a License in Henry County, it must be renewed each year on or before March 1st, or the account closed in writing. Non-filers are subject to administrative assessments.
- No business license shall be renewed until the applicant has paid all delinquent business license and personal property taxes owed by the business to Henry County.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.) you must notify the Commissioner of Revenues Office to keep record accurate, update new fictitious name with State Corporation Commission, if applicable within 30 days of your changes. Failure to notify the Commissioner of Revenues Office of Closure of Business will result in unsolicited statutory assessments, penalties, and interest until notification is received. If Business has moved location within Henry County a new Zoning approval would be required.
- The business license tax is based on gross receipts of the business and is assessed depending on type of Business and code the Business is under in our system. Please see next page for codes and assessments percentages.
- **NOTE: THE MINIMUM FEE FOR THE ISSUANCE OF A BUSINESS LICENSE IS \$30.00**

COR OFFICE USE ONLY:

ISSUE DATE: _____ ACCOUNT#: _____ TAX CLERK: _____

INSTRUCTIONS FOR COUNTY BUSINESSES

DOCUMENTATION REQUIRED FOR ALL RENEWALS: EACH BUSINESS MUST SUBMIT A COPY OF ITS BUSINESS SCHEDULE C OR P & L STATEMENT THAT SHOWS WHAT THE BUSINESS GROSSED IN THE PREVIOUS YEAR WITH THE BUSINESS LICENSE APPLICATION. FAILING TO DO SO, WILL CAUSE THE LICENSE TO BE HELD AND NOT RENEWED UNTIL OUR OFFICE RECIEVES THE REQUIRED DOCUMENTATION AND WILL ALSO BE SUBJECT TO LATE FEES AND PENALTIES FOR NON-RENEWAL.

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. If Gross Receipts are above \$100,000 the below chart is what you will reference to determine the amount of your Business License. The Code/Category is based off of what type of Business you have.

Code/Category 1:	Contractors: .00025 of gross receipts.
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-profits)
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. And we do not need the documentation showing proof of Gross each year for renewals. As, Peddlers are charged a flat rate to not exceed \$50.00

Terms of License & penalty information:

All business licenses are issued annually. The renewal must be paid by March 1 to avoid Penalty or (if mailing in) the postage date will need to be stamped for no later than March 1st. A penalty of 10% per year will be added to all license taxes not paid by March 1st. It shall be unlawful AND a Class 3 misdemeanor to operate or conduct a Business without first obtaining a License.