City of Alexandria 2010 Business License Application

Business Tax

City Hall - Room 1700
P.O. Box 178, Alexandria, VA 22313
703.746.3903
alexandriava.gov/business tax

Owner's Name _____

Owner's Address _____
(Street)

_____
(City) *(State)* *(Zip)*

Ownership Type: (Check appropriate box)

☐ **Sole Proprietorship** ☐ **Partnership** ☐ **Limited Liability Company** ☐ **Corporation**

(List names & addresses of all partners on a separate sheet of paper) *(List name & address of registered agent)*

Business Trade Name: _____

Federal ID #: _____ **Or Social Security #**: _____

Sales Tax Identification Number: _____

Business Location: _____
(Street)

_____
(City) *(State)* *(Zip)*

Business Mailing Address: _____

Business Telephone Number: _____ **Number of Employees**: _____

Description of Business: _____

NAICS Code Number: _____
Enter 6 digit (NAIC) North American Industry Classification System Code (s) Used for Tax Filings
(available at: http://www.census.gov/epcd/www/naics.html)

Do you own a vehicle that is used for business purposes? *(Check appropriate box)* ☐ **Yes** ☐ **No**
If "Yes", provide VIN and percentage of vehicle's use for business

Vehicle Identification Number(s): _____ **Percentage of Business Use:** ____%__
(Attach an additional page, if you have more than one vehicle.)

Transfer of Ownership ☐ **or New Business** ☐ **Date Business Began in City:** _____
(Check appropriate box)

2010 Estimated Gross Receipts: _____ **Bank Name:** _____

2009 Actual Gross Receipts: _____ **E-Mail Address:** _____

Signature: _____ **Date**: _____
(An original signature of owner or authorized corporate representative is required.)

- **For instructions on obtaining a business license, and filing for business personal property, refer to the instruction on the reverse of this form.**
- **Please note that a business may require more than one business license if it engages in more than one kind of licensable activity.**
  (e.g. A retail store that also provides a professional consulting service or a restaurant that also retails packaged food or T-shirts)
- **To avoid a statutorily assessed business personal property tax bill, a business personal property tax return must be filed on or before May 1.**

PROCEDURES FOR OBTAINING A BUSINESS LICENSE IN THE CITY OF ALEXANDRIA

Obtaining a business license in Alexandria is generally a three-step process:

Step 1: Register the business entity.

a. Registration of a Corporation or a Limited Partnership: All corporations (foreign and domestic) and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. To become incorporated in Virginia, an organization must file articles of incorporation and amendments with the State Corporation Commission. Procedures for filing can be found in the Code of Virginia Stock Corporation Act, Title 13.1-601 through 13.1-800. For information on registration or incorporation, please contact the Virginia State Corporation Commission, P.O. Box 1197, Richmond, VA 23218, 866.722.2551 or 804.371.9733. An online " Business Registration Guide" is available on the Virginia State Corporation Commission web site at www.scc.virginia.gov/division/clk/brg.htm.

b. Registration of a General Partnership or Trade Name: General partnerships and trade names must be registered with the Clerk of the Circuit Court. A small fee is imposed by the Circuit Court. For registration information, contact the Clerk of the Circuit Court, 520 King Street, Suite 307, Alexandria, Virginia 22314, 703.838.4044.

Step 2: Visit the Permit Center (One Stop Shop).

In an effort to improve the business license application process, the City has created a Permit Center or "One Stop Shop" where applicants can obtain the approvals and registrations needed by most businesses. For more information, contact the Permit Center (One Stop Shop), Office of Building and Fire Code Administration, 301 King Street, Room 4200, 703.746.4200.

Step 3: Submit the completed application with your tax payment and all necessary approvals and documentation.

The City business license application may be submitted at the Permit Center (One Stop Shop) at the address listed above or mailed with your tax payment to the address on the application. Some businesses may require additional documentation and/or permits. For more information on additional documentation required, please visit the Business Tax web page at alexandriava.gov/businesstax.

NOTES

*If your have purchased the business, and as a condition of the sale you acquired the liability and assets, you are entitled to transfer the business license from the old to the new business by completing a Request for Transfer of City Business License form. The form must be notarized and submitted along with the business license application. You must also provide a copy of the signed and dated purchase agreement detailing the terms and conditions of the sale. This agreement should specifically relate to the sale of assets and liabilities.

* When submitting your application in person, you must go to the Treasury Division, Room 1510, to pay your taxes and have your application validated before you can receive your business license.

GENERAL INFORMATION

Any individual, partnership, or corporation, engaged in any business or profession in the City of Alexandria as of January 1 of a given year must complete and file a return no later than May 1. All tangible business personal property, including furniture, fixtures, machinery, tools, computers and peripherals used in any business or profession must be reported. Completed returns can be delivered to Business Tax, 301 King Street, Room 1700 or mailed to Business Tax, Department of Finance, City of Alexandria, P.O. Box 178, Alexandria, VA 22313.

The law requires full and complete returns; therefore, a taxpayer must enter the purchase cost of all property owned or in his or her possession. It is imperative that all tangible business personal property be reported and its purchase cost entered in the proper column.

Property being paid for by installments as a condition of sale is assessable in the name of the person possessing the property. The law allows no deduction for indebtedness against tangible business personal property. Leased or rented tangible personal property must also be reported in addition to the name and address of the lessor (owner) responsible for payment of the local personal property tax.

If a business begins operations in the city after January 1 of a given year, there is no business personal property tax liability for that year. If a business moves or ceases business after January 1, the business is liable for the full tax year.

THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.