



City of Alexandria 2011 Business License Renewal

City of Alexandria, Finance Department, Revenue Administration Division

P. O. Box 34850, Alexandria, VA 22334-0850

Phone: 703. 746.3903 www.alexandriava.gov/business-tax

Owner Name:

Due Date

March 1, 2011

Trade Name:

Account Number:

Business Phone No.:

Date Business Began:

Business Location:

LICENSE CLASSIFICATION:	STATE BOARD OF CONTRACTORS # _____ <i>CONTRACTORS: Please complete the enclosed Virginia Workers' Compensation Form and submit it with the renewal.</i>
DESCRIPTION / CITY CODE:	If your business has moved out of the City or ceased doing business, please complete the cessation of business section on the reverse page.
LICENSE TAX/FEE CALCULATION	
1. 2010 ACTUAL GROSS RECEIPTS (The whole, entire, total receipts attributable to the licensed privilege, without deduction) (If you are a Wholesale Merchant, please use gross purchases instead of gross receipts.)	
(1A) Less Gross Receipts Allocated To Other Jurisdictions (Sufficient documentation must be attached before deduction is allowed.)	
2. 2010 ACTUAL GROSS RECEIPTS (Line 1 minus Line 1A) (Line 2 must be completed by applicant.)	***REQUIRED***
(2A) If line 2 is less than \$10,000, enter 0. If line 2 is at least \$10,000, but less than \$100,000, enter \$50. If line 2 is \$100,000 or more, multiply the gross receipts by the tax rate (Line 5) and enter the results. Out of State Contractors: If line 2 is less than \$25,000, enter 0. If line 2 is at least \$25,000.01, but less than \$100,000, enter \$50. If line 2 is \$100,000 or more, multiply the gross receipts by the tax rate (Line 5) and enter the results.	
3. 2010 ADJUSTED TAX (Complete the tax adjustment section on the reverse page, if the prior year's tax assessment was based on an estimate.)	
4. 2011 PROJECTED GROSS RECEIPTS (For businesses that began on 1/02/2010 through 12/31/2010.)	
(4A) If line 2 is less than \$10,000, enter 0. If line 2 is at least \$10,000, but less than \$100,000, enter \$50. If line 2 is \$100,000 or more, multiply the gross receipts by the tax rate (Line 5) and enter the results. Out of State Contractors: If line 2 is less than \$25,000, enter 0. If line 2 is at least \$25,000.01, but less than \$100,000 enter \$50. If line 2 is \$100,000 or more, multiply the gross receipts by the tax rate (Line 5) and enter the results.	
5. TAX RATE	
6. TAX DUE FOR 2011 BUSINESS LICENSE (Add Lines 2(A), and 3) (IF PROJECTING GROSS RECEIPTS FOR 2011, ADD LINES 3 AND 4A)	
7. PENALTY (10% of tax or \$10, whichever is greater)	
8. INTEREST (Total tax and penalty x .000274 x number of days after March 31, 2011)	
9. TOTAL PAYMENT DUE (Add Lines 6, 7, and 8)	
10. REQUEST INSTALLMENT PAYMENT: YES <input type="checkbox"/> NO <input type="checkbox"/> If you qualify for and want to make installment payments, check the "Yes" box above and complete lines 11 through 13. (Please see the installment payment criteria on the reverse page for qualification.)	
11. PRIOR YEAR ADJUSTMENT (Line 3)	
12. TAX DUE (Line 2A) OR TAX DUE ON 2011 PROJECTED GROSS RECEIPTS (Line 4A)	
12(A) DIVIDE THE AMOUNT ON LINE 12 BY THE NUMBER 4	
13. FIRST INSTALLMENT PAYMENT DUE (Line 11 + Line 12A)	

Notice: It is a misdemeanor for any person to willfully complete an application, which he/she does not believe to be true and correct as to every material matter (Code of Virginia §58.1-11). Operating a business without a license is a criminal offense punishable up to a five hundred dollar (\$500) fine for each separate offense. A license shall not be issued or have any legal effect unless all delinquent business license, business personal property, meal sales and transient lodging taxes are paid in full. Business license is valid only for the person named herein and is not transferable.

APPLICANT'S SIGNATURE _____

DATE _____

PREPARER'S SIGNATURE _____

DATE _____

2010 LICENSE TAX ADJUSTMENT

IF THE 2010 TAX ASSESSMENT WAS BASED ON AN ESTIMATE, PLEASE USE THE SCHEDULE BELOW TO CALCULATE THE ADJUSTED TAX. ENTER THE RESULT ON LINE 3 OF THE FRONT PAGE.

LICENSE CATEGORY	A 2010 ACTUAL GROSS RECEIPTS	B TAX RATE	C TAX DUE	D 2010 ESTIMATED TAX PAID	E UNDERPAYMENT / OVERPAYMENT (Column C minus Column D)

INSTALLMENT PAYMENT CRITERIA

- The tax liability must be \$1,000 or more;
- All firms must file and pay the first installment by March 1, 2011; and
- All prior year(s) delinquent business taxes (business license, business tangible personal property, meal sales, transient lodging, etc.) must be paid in full before an installment payment plan can be approved.

Note: Handling charges are added to the 2nd, 3rd and 4th installments (5% of the 2nd payment, 6% of the 3rd payment and 9% of the 4th payment).

A default will cause the remaining installments to become due immediately including handling fees, late payment penalty, and interest

TAX TABLE FOR IN CITY CONTRACTORS		
IF YOUR GROSS RECEIPTS ARE:		
At least:	but not over:	your tax is:
\$ 0.00.....	\$9,999.....	\$ 0.00
\$10,000.....	\$99,999.....	\$50.00
\$100,000 or more.....		0.0016

TAX TABLE FOR OUT-OF-STATE CONTRACTORS		
IF YOUR GROSS RECEIPTS ARE:		
At least:	but not over:	your tax is:
\$ 0.00.....	\$25,000.....	\$ 0.00
\$25,001.....	\$99,999.....	\$50.00
\$100,000 or more.....		0.0016

Cessation of Business

Date Business Ceased: _____ 2010 Actual Gross Receipts Earned: _____

Current Mailing Address: _____
(Street)

Telephone Number: _____ Business E-mail Address: _____
(City) (State) (Zip)

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

INSTRUCTIONS FOR CALCULATING 2011 BUSINESS LICENSE TAX

- Line 1. Enter the actual "gross receipts" earned by your business between January 1, 2010, and December 31, 2010, ("Gross receipts" are the whole, entire, total receipts attributable to the licensed privilege, without deduction). If you are a "Wholesale Merchant," please use gross purchases instead of your gross receipts earned.
- Line 1(A). Enter the amount of any 2010 total gross receipts earned in other jurisdictions on line 1(A). Please attach sufficient documentation showing the gross receipts earned in other jurisdictions or State. (Sufficient documentation: copy of Virginia jurisdiction business license application and/or other State income tax returns)
- Line 2. Enter 2010 actual gross receipts [Line 1 less deductions, if any, from Line 1(A)].
- Line 2(A). Enter the amount of tax due on the 2010 actual gross receipts.
- Line 3. 2010 Adjusted Tax. If the 2010 tax assessment was based on estimated gross receipts, please calculate the license tax adjustment on the reverse page of the application to determine the underpayment or overpayment of the 2010 estimated taxes. Please follow the instructions below:
- Column A - Enter the 2010 gross receipts (line 2 of the application);
 Column B - Enter the tax rate (line 5 of the application);
 Column C - Enter the tax due on the 2010 gross receipts (line 2(A) of the application);
 Column D - Enter the 2010 tax paid on the estimated gross receipts.
 Column E - Enter the amount of tax underpaid or overpaid in 2010 (Column C minus Column D).
 Please enter the sum of column D on line 3 of the front page of the application.
- Line 4. Enter the projected 2011 gross receipt amount.
- Line 4(A). Enter the amount of the tax due on the 2011 estimated gross receipts. Based on the projected gross receipt amount on line 4, use the tax table below to calculate the tax due.

IN CITY CONTRACTORS		
TAX TABLE		
IF YOUR GROSS RECEIPTS ARE:		
At least:	but not over:	your tax is:
\$ 0.00.....	\$9,999.....	\$ 0.00
\$10,000.....	\$99,999.....	\$50.00
\$100,000 or more.....		0.0016

OUT-OF-STATE CONTRACTORS		
TAX TABLE		
IF YOUR GROSS RECEIPTS ARE:		
At least:	but not over:	your tax is:
\$ 0.00.....	\$25,000.....	\$ 0.00
\$25,001.....	\$99,999.....	\$50.00
\$100,000 or more.....		0.0016

- Line 5. Tax Rate. The tax rate per \$100.00 of gross receipts that is applicable to your business or profession.
- Line 6. Enter the tax due for 2011 Business License Tax. Add lines 2(A) and 3 or if projecting gross receipts for 2011, add lines 3 and 4(A).
- Line 7. Enter the penalty amount. If a renewal is filed and paid after March 1, 2011, a penalty of ten percent of the tax or \$10.00, whichever is greater, is added to the tax due.
- Line 8. Enter the accrued interest amount. If a renewal is filed and paid after March 31, 2011, include interest from April 1, 2011 to the date of payment. Interest shall accrue beginning April 1, 2011, in accordance with Section 9-1-46 of the Alexandria City Code. Multiply the total of the tax and the penalty by the daily interest rate (0.000274). Then multiply the result by the number of days between March 31, 2011 and the date of payment.
- Line 9. Enter the total payment due. Add Lines 6, 7, and 8.
- Line 10. **INSTALLMENT PAYMENTS** - If you select the installment payment option, proceed to Line 11.
- Line 11. Enter the amount on Line 3.
- Line 12. Enter the amount listed on Line 2(A) or 4(A).
- Line 12(A). Divide the Amount on Line 12 by the number 4.
- Line 13. Enter the total of Line 11 and Line 12(A) (the first installment payment due). See restrictions on the previous page labeled "INSTRUCTIONS FOR BUSINESS LICENSE TAX RENEWAL APPLICATION". Reminder: If you are filing the 2011 Business License Application after March 1, 2011, you are not eligible for installment payments.