

City of Alexandria

Business Tax
P. O. Box 34939
Alexandria, VA 22334-0850

Reciprocity Contractors 2012 Filing of Gross Receipts

Filing Deadline: March 1, 2012

Applicant Name and Mailing Address. (If Corporation, Enter Corporate Name)		
Account Number:	Telephone #	
Trade Name:		
Address:		
City:	State:	Zip Code:
If you have ceased business, enter date: _____ / _____ / _____		
Virginia State Contractor's License Information		
VA Class A, B, or C:	VA Class License #	
Jurisdiction in which you hold your business license:	License #	

- | | | |
|--|----------------|--|
| 1. 2011 Gross Receipts in the City of Alexandria | \$ _____ | If this figure does not exceed \$25,000, your tax due is zero. |
| 2. Tax Rate | X _____ 0.0016 | |
| 3. Tax Due | \$ _____ | Calculate tax due: If your gross receipts exceed \$25,000, but are no more than \$100,000, your tax due is \$50. If your gross receipts are \$100,000 or more, multiply by the tax rate. |
| 4. Less Gross Receipts Tax Already Paid in 2011 | \$ _____ | |
| 5. Late Payment Penalty | \$ _____ | 10% of the tax due or \$10, whichever is greater. |
| 6. Interest | \$ _____ | 10% per annum of tax and penalty, if filed after March 31, 2012. |
| 7. Total Payment Due | \$ _____ | |

Please complete the enclosed Virginia Workers' Compensation form and submit a current copy of your Virginia State Contractor's License.

I certify that this report has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.		
Signature: _____	Title: _____	Date: _____

Please make all checks payable to the "City of Alexandria," and mail to:
City of Alexandria, P O Box 34939, Alexandria, VA 22334-0939

**INSTRUCTIONS FOR COMPLETING THE RECIPROCITY CONTRACTORS 2012
FILING OF GROSS RECEIPTS**

If your firm is engaged in business in the City during 2011, and earned more than \$25,000 from work performed in the City, City Code Section 9-1-79 requires that you complete the Reciprocity Contractors 2012 Filing of Gross Receipts form and pay the appropriate business license tax.

In calculating the tax amount due, use the following schedule:

Annual Gross Receipts Earned in Alexandria	Tax Due Amount
\$0.00 to \$25,000	\$0.00 (Still required to complete and return application regardless of gross receipts earned.)
\$25,000.01 to \$99,999.99	\$50.00
\$100,000.00 and above	0.0016 x the total Gross Receipts Earned

All contractors must also complete a Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia form. Code of Virginia 58.1-3714 (B)(1) prohibits a city from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining workers' compensation coverage for his employees if such coverage is applicable. Please complete the enclosed form and return it along with a current copy of your Virginia State Board of Contractors license.

Please note that all business license requirements must be met before permits can be obtained from the Office of Building and Fire Code Administration.

If the applicant has any questions, please call the Business Tax at (703) 746-3903, or visit City Hall, 301 King Street, Room 1700, Alexandria, Virginia 22314.