



City of Alexandria, Virginia
2012 Delinquent Business License Renewal Application
 P.O. Box 178, Alexandria, VA 22313
 (703) 746-3903

Business License Account #: _____

Owner's Name: _____

Owner's Address: _____
(Street) (Suite or Apt #)

(City) (State) (Zip Code)

Individual Corporation LLC S Corp Partnership

If partnership, provide on a separate sheet of paper the names and addresses of the other partners.
If Corporation, provide name and address of Registered Agent.

Business Trade Name: _____

Taxpayer Identification Number: _____
(Fed. ID or Soc. Sec. #)

Business Location: _____
(Street) (Suite or Apt#)

(City) (State) (Zip Code)

Business Telephone # (____) _____ Fax # (____) _____

Date Business Began in Alexandria: ____/____/____ Number of Employees in Alexandria: _____

Description of Business: _____ License Type: _____

Do you own a vehicle(s) that is used _____
 for business purposes? _____
(Attached an additional page, if you have more than one vehicle.)

Vehicle Identification Number: _____ Percentage of Business Use: _____

Business Mailing Address: _____
(Street) (Suite or Apt#)

(City) (State) (Zip Code)

Bank Name: _____ E-Mail Address: _____

2012 Estimated Gross Receipts (If applicable): _____

License Year	Gross Receipts (Tax Year)	Tax Rate	Tax Due	Penalty 10%	Interest 10%	Total Due
2012	(2011)					
2011	(2010)					
2010	(2009)					
2009	(2008)					

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

PROCEDURES FOR OBTAINING A BUSINESS LICENSE IN THE CITY OF ALEXANDRIA

1. Complete the business license application provided by the Business Tax Branch, located at 301 King Street, 1st Floor, Room 1700, Telephone: (703) 746-3903.
2. If your business location is in the City of Alexandria, the Business Tax Branch staff will provide you with an Interdepartmental Form, which must be completed. This form designates the other City offices and departments you must visit and obtain permits from, before returning to the Business Tax Branch to complete the business license application process. Please complete the following steps for the business license "walk-through" process:
 - A. Zoning and code approvals, miscellaneous tax registrations, permits and other department approvals must be submitted with the Business License Application (Code approval is subject to zoning approval.)

Permit Center (One Stop Shop)
Office of Building and Fire Code Administration
301 King St., Room 4200, Telephone: 703.746-4200,
www.alexandriava.gov/fire/code
 - B. If your company will be operating under a name other than the "applicant's name," you will be referred to the Clerk of the Circuit Court to register your company's "fictitious/trade name," located at 520 King Street, 3rd Floor, Room 307, Telephone: (703) 838-4044. A fee of \$10.00 will be charged by the court clerk for registration of the fictitious trade name.
3. In addition, you may be required to visit other City offices to obtain additional permits depending on the specific business activity in which your firm engages. The Business Tax Branch will inform you of the approvals needed. For example, if you are opening a restaurant, you will be required to obtain a permit from the Health Department in addition to registering for Meals Sales Tax.
4. If your business is an out-of-state corporation, please provide a copy of the Certificate of Authority from the Virginia State Corporation Commission. If your business is a Virginia corporation or limited liability company, please provide a copy of the Certificate of Incorporation or Certificate of Organization. The Virginia State Corporation Commission's telephone number is (804) 371-9733. An online "Business Registration Guide" is available on the Virginia State Corporation Commission web site. <http://www.scc.virginia.gov/division/clk/brg.htm>
5. If you 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.
6. If your business activity requires state certification or licensing, you must provide a copy of these certificates and licenses to the Business Tax Branch (i.e. physicians, attorneys, cosmetologists etc.) In addition to the above requirements all contractors must complete the Virginia Worker's Compensation Commission form which can also be obtained from the Business Tax Branch.
7. After obtaining the necessary approvals and permits from the applicable City offices and departments, return to the Business Tax Branch for final processing of your application and computation of your business tax liability.
8. After your tax liability has been calculated by the Business Tax Branch staff, go to the Treasury Branch, Room 1510 to pay your taxes and have your application validated. Return to the Business Tax Branch to provide proof of payment and receive your business license.

References

City of Alexandria Code, Title 9 (Licensing and Regulation) may be accessed online from the City's web page and cross references to pertinent sections of the "The Code of Virginia", may be accessed online. <http://leg1.state.va.us/lis.htm>.

GENERAL INFORMATION REGARDING BUSINESS PERSONAL PROPERTY TAX IN THE CITY OF ALEXANDRIA

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 City Hall, 301 King Street, Business Tax Branch, Room 1400 or mailed to the Department of Finance, City of Alexandria, Business Tax Branch, 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 are 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 is located 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.