



# City of Alexandria 2013 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/businessfax](http://www.alexandriava.gov/businessfax)

Owner Name:

Due Date

March 1, 2013

Trade Name:

Account Number:  
Business Phone No.:  
Date Business Began:  
Business Location:

LICENSE CLASSIFICATION:	VA STATE BOARD LICENSE NUMBER (If Applicable)
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.
<b>LICENSE TAX/FEE CALCULATION</b>	
1. 2012 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. 2012 ACTUAL GROSS RECEIPTS (Line 1 minus Line 1A) (Line 2 must be completed by applicant.)	<b>***REQUIRED***</b>
(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.	
3. 2012 ADJUSTED TAX (Complete the tax adjustment section on the reverse page, if the prior year's tax assessment was based on an estimate.) (Enter Amount from Column E) (For Business Services, Professional Services, Personal Services, Financial Services, Repair, Retail, Retail/Wholesale, Builder/Developer, Restaurant, Direct Seller, Sells Items In Coin Op., and Soliciting Agents, enter zero and proceed to line 6 if the 2012 actual gross receipts and/or estimated gross receipts were less than \$2 million.)	
4. 2013 PROJECTED GROSS RECEIPTS (For businesses that began on 1/02/2012 through 12/31/2012.) (For Business Services, Professional Services, Personal Services, Financial Services, Repair, Retail, Retail/Wholesale, Builder/Developer, Restaurant, Direct Seller, Sells Items In Coin Op., and Soliciting Agents, complete this line if the 2012 actual gross receipts were \$2 million or more.)	
(4A) If line 4 is less than \$10,000, enter 0. If line 4 is at least \$10,000, but less than \$100,000, enter \$50. If line 4 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 2013 BUSINESS LICENSE (Add Lines 2(A), and 3) (IF PROJECTING GROSS RECEIPTS FOR 2013, 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, 2013)	
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 2013 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

## 2012 LICENSE TAX ADJUSTMENT

IF THE 2012 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 2012 ACTUAL GROSS RECEIPTS	B TAX RATE	C TAX DUE	D 2012 ESTIMATED TAX PAID	E UNDERPAYMENT / OVERPAYMENT (Column C minus Column D) Enter Amount on Line 3

### INSTALLMENT PAYMENT CRITERIA

- The tax liability must be \$1,000 or more;
- All firms must file and pay the first installment by March 1, 2013;
- 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 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> installments (5% of the 2<sup>nd</sup> payment, 6% of the 3<sup>rd</sup> payment and 9% of the 4<sup>th</sup> payment).

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

### TAX RATES

Code Section	Description	Rate per \$100	Code Section	Description	Rate per \$100
9-1-71	Professional Services	.58	9-1-71.1	Financial Services	.35
9-1-72	Repair Services	.35	9-1-72	Personal Services	.35
9-1-72	Business Services	.35	9-1-75	Retail Merchant	.20
9-1-77	Retail and Wholesale Merchant	.20	9-1-78	Wholesale Merchant	.05
9-1-78	Contractors	.16	9-1-82	Amusements/Entertainments	.36
9-1-87	Soliciting Agents	.20	9-1-88	Renting Residential Property	.50
9-1-88	Renting Commercial Property	.35	9-1-101	Builder/Developer	.16
9-1-116	Distressed Merchandise Sales	.20	9-1-085	Restaurant	.20

### PUBLIC UTILITIES

Code Section	Description	Rate
9-1-84(a)	Motor vehicle carriers with vehicles weighing 5,000 lbs or less	.20 per mile traveled in the City
9-1-84(a)	Motor vehicle carriers with vehicles weighing between 5,001 lbs and 15,000 lbs	.40 per mile traveled in the City
9-1-84(a)	Motor vehicle carriers with vehicles over 15,000 lbs	.60 per mile traveled in the City
9-1-84(b)	Telephone companies for the rental, subscription and stations within the City	.50 per \$100 of Gross Receipts earned
9-1-84(c)	Telegram companies for telegrams sent from the City to any point in Virginia	2.00 per \$100 of Gross Receipts earned
9-1-84(d)	Water companies for furnishing water for domestic and commercial consumption	.50 per \$100 of Gross Receipts earned

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.....		Multiply by tax rate

### Cessation of Business

Date Business Ceased: \_\_\_\_\_ 2012 Actual Gross Receipts Earned: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Telephone Number: \_\_\_\_\_ Business E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(An original Signature of the owner or authorized corporate representative is required)*

**This Form Must Be Completed and Returned**



**City of Alexandria**

**2013 Business Vehicle Certification Form**

Trade Name

Federal Identification Number or Social Security Number

Business Location Address

Mailing Address

City

State

Zip

Please provide the information requested in the table below for each vehicle owned by this business and located in the City of Alexandria. Additional vehicles may be listed on the back of this form.

Vehicle Identification Number	Make/Model	Date located in City	Date Disposed or Moved Out	Personal Property Tax Account Number	% of Business Use

This business owns no vehicles that are located in the City of Alexandria

I hereby certify that the information provided concerning the vehicles owned by this business and located in the City of Alexandria is true, correct and complete; and that all vehicles are used primarily for business use.

Signature

Date

See Reverse

**This Form Must Be Completed and Returned**



**City of Alexandria**

**2013 Business Vehicle Certification Form**

Vehicle Identification Number	Make/Model	Date located in City	Date Disposed or Moved Out	Personal Property Tax Account Number	% of Business Use