



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

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.
LICENSE TAX/FEE CALCULATION	
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.)	***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.	
3. Not Applicable Please Proceed to Line 5	
4. Not Applicable	
(4A) Not Applicable	
5. TAX RATE	
6. TAX DUE FOR 2013 BUSINESS LICENSE (Line 2(A))	
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. Not Applicable	
12. TAX DUE (Line 2A)	
12(A) DIVIDE THE AMOUNT ON LINE 12 BY THE NUMBER 4	
13. FIRST INSTALLMENT PAYMENT DUE (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, meat 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

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 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 RATES

<u>Code Section</u>	<u>Description</u>	<u>Rate per \$100</u>	<u>Code Section</u>	<u>Description</u>	<u>Rate per \$100</u>
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

<u>Code Section</u>	<u>Description</u>	<u>Rate</u>
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)

Telephone Number: _____ (City) _____ (State) _____ (Zip)
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