



# City of Alexandria 2014 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/businesstax](http://www.alexandriava.gov/businesstax)

Owner Name:

Due Date

March 3, 2014

Trade Name:

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

|   |   |
|---|---|
| <b>LICENSE CLASSIFICATION:</b>  | <b>STATE BOARD OF CONTRACTORS #</b> _____<br><b>CONTRACTORS:</b> Please complete the enclosed Virginia Workers' Compensation Form and submit it with the renewal. |
| <b>DESCRIPTION / CITY CODE:</b>   | <b>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>                |
| <b>LICENSE TAX/FEE CALCULATION</b>  |   |
| 1. 2013 ACTUAL GROSS RECEIPTS (The whole, entire, total receipts attributable to the licensed privilege, without deduction)   |   |
| (1A) Less Gross Receipts Allocated To Other Jurisdictions<br>(Sufficient documentation must be attached before deduction is allowed.)   |   |
| 2. 2013 ACTUAL GROSS RECEIPTS (Line 1 minus Line 1A)<br>(Line 2 must be completed by applicant.)  | ***REQUIRED***  |
| (2A) <b>In City Contractors:</b> 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.<br><br><b>Out of State Contractors:</b> If line 2 is less than \$25,000, enter 0. If line 2 is at least \$25,001, 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.<br>Not Applicable Please Proceed to Line 5   |   |
| 4.<br>Not Applicable  |   |
| (4A)<br>Not Applicable  |   |
| 5. TAX RATE   |   |
| 6. TAX DUE FOR 2014 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 April 2, 2014)  |   |
| 9. TOTAL PAYMENT DUE (Add Lines 6, 7, and 8)  |   |
| 10. <b>REQUEST INSTALLMENT PAYMENT: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/><br>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, 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

