



# 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> _____ <i>CONTRACTORS: Please complete the enclosed Virginia Workers' Compensation Form and submit it with the renewal.</i>
<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 <b>(Sufficient documentation must be attached before deduction is allowed.)</b>	
2. 2013 ACTUAL GROSS RECEIPTS (Line 1 minus Line 1A) <b>(Line 2 must be completed by applicant.)</b>	<b>***REQUIRED***</b>
(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 the results.  <b>Out of State Contractors:</b> If line 2 is less than \$25,000, enter 0. If line 2 is at least \$25,000.01, 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. 2013 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.)	
4. 2014 PROJECTED GROSS RECEIPTS <b>(For businesses that began on 1/02/2013 through 12/31/2013.)</b>	
(4A) <b>In City Contractors:</b> 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 the results.  <b>Out of State Contractors:</b> If line 4 is less than \$25,000, enter 0. If line 4 is at least \$25,000.01, 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 2014 BUSINESS LICENSE (Add Lines 2(A), and 3) <b>(IF PROJECTING GROSS RECEIPTS FOR 2014, ADD LINES 3 AND 4A)</b>	
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 <input type="checkbox"/> NO <input type="checkbox"/></b> 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 2014 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

## 2013 LICENSE TAX ADJUSTMENT

IF THE 2013 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 2013 ACTUAL GROSS RECEIPTS	B TAX RATE	C TAX DUE	D 2013 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 3, 2014;** and
- 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 TABLE FOR IN CITY CONTRACTORS		
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.....		0.0016

TAX TABLE FOR OUT-OF-STATE CONTRACTORS		
IF YOUR GROSS RECEIPTS ARE:		
At least:	but not over:	your tax is:
\$ 0.00.....	\$25,000.....	\$ 0.00
\$25,001.....	\$99,999.....	\$50.00
\$100,000 or more.....		0.0016

### Cessation of Business

Date Business Ceased: \_\_\_\_\_ 2013 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)