City of Alexandria 2020 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

Owner Name:

Trade Name:

Due Date **March 2, 2020**

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. Not Applicable. Proceed to Line 5 for Annual Rate.	
(1A) Not Applicable	
2. Not Applicable	
(2A) Not Applicable	
3. Not Applicable	
4. Not Applicable	
(4A) Not Applicable	
5. TAX RATE	
6. TAX DUE FOR 2020 BUSINESS LICENSE (Line 5)	
7. PENALTY (10% of tax or $10, whichever is greater)	
8. INTEREST (Total tax and penalty x .000274 x number of days after April 1, 2020)	
9. TOTAL PAYMENT DUE (Add Lines 6, 7, and 8) PLEASE MAKE CHECK PAYABLE TO THE "CITY OF ALEXANDRIA"	
10. **REQUEST INSTALLMENT PAYMENT: YES ☐ NO ☐** 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 5)	
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. Business license is valid only for the person named herein and is not transferable.

APPLICANT'S SIGNATURE **DATE** **PREPARER'S SIGNATURE** **DATE**

Thank you for choosing to do business in the City of Alexandria!

CITY OF ALEXANDRIA REGULATORY BUSINESS LICENSE TAX SCHEDULE
LICENSE TAXES NOT BASED ON GROSS RECEIPTS

Code Section	Description (Mixed Beverage License)	ANNUAL RATE
9-1-141(a)(1)a	Restaurants with a seating capacity at tables for 50 to 100 persons	$200.00
9-1-141(a)(1)b	Restaurants with a seating capacity at tables for more than 100 but not more than 150 persons	$350.00
9-1-141(a)(1)c	Restaurants with a seating capacity at tables for more than 150 persons	$500.00
9-1-141(a)(2)	A private, nonprofit club operating a restaurant on the premises of the club	$350.00
9-1-141(a)(3)	Caterer	$500.00
9-1-141(a)(4)	Mixed beverage special events	$10.00 per day

Code Section	Description	ANNUAL RATE
9-1-51(b)(1)	The "each distiller's license" for more than 5,000 gallons of alcohol or spirits (or both) per year.	$1,000.00
9-1-51(b)(2)	Winery License	$600.00
9-1-51(b)(3)	Brewery License	$600.00
9-1-51(b)(4)	Bottler's License	$360.00
9-1-51(b)(5)	Wholesale Beer License	$250.00
9-1-51(b)(6)	Wholesale Wine Distributer's License	$50.00
9-1-51(b)(6)	Wholesale Druggist License	$10.00
9-1-51(b)(7)	Retail on-premises wine and beer license for a hotel, restaurant or club	$150.00
9-1-51(b)(7)	Retail off-premises wine and beer license	$150.00
9-1-51(b)(8)	Retail on-premises beer license beer license for a hotel, restaurant or club	$100.00
9-1-51(b)(8)	Retail on-premises beer license for each druggist	$100.00
9-1-51(b)(9)	Retail off premises beer license	$100.00
9-1-51(b)(10)	Banquet license	$5.00
9-1-51(b)(11)	Fruit distiller's license	$1,500.00
9-1-51(b)(12)	Hospital license	$10.00
9-1-52(d)(1)	Manufacture beverages and to sell in barrels, bottles or other closed containers for resale only	$600.00
9-1-52(d)(2)	Bottlers' license	$360.00
9-1-52(d)(3)a	Resident or nonresident wholesalers' or distributor's license to sell beverages	$300.00
9-1-52(d)(3)b	Wholesalers or distributors not using trucks or vehicles for delivery of beverages	$240.00
9-1-52(d)(4)a	General Retailer's License - sell beverages at retail only- for consumption on premises or delivered elsewhere	$50.00
9-1-52(d)(4)b	Off sale license for a retailer selling beverages consumed only off the premises	$50.00
9-1-53(a)	Carnivals, circuses, menageries, side shows, tent shows etc. (pay in advance)	$1,000.00 per day
9-1-54(a)	Sponsored by nonprofit benevolent, religious... carnivals, circuses etc. (pay in advance)	$120.00 first day and $60 each day thereafter
9-1-54(b)	Managed by nonprofit benevolent, religious... carnivals, circuses etc. (pay in advance)	$30.00 first day and $30 each day thereafter
9-1-56	Slot Machine Operators - per machine with less than 10 slot machines	$20.00 per machine
9-1-56	Slot machine operators - with more than 10 or more machines	$200.00
9-1-58(a)	Fortunetellers, phrenologists, etc.	$1,000.00
9-1-59	Massage Parlor Operators	$5,000.00
9-1-60(b)(1)	Retail Peddler - selling only consumables	$250.00 per each selling unit
9-1-60(b)(2)	Retail Peddler - selling only non consumables	$500.00 per each selling unit
9-1-60(b)(3)	Retail Peddler - selling both consumables and non consumables	$500.00 per each selling unit
9-1-61(b)	Itinerant Vendors - transact temporary or transient business in the City	$500.00

INSTALLMENT PAYMENT CRITERIA

- The tax liability must be $1,000 or more;
- **All firms must file and pay the first installment by March 2, 2020**; 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 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.

PLEASE MAKE CHECK PAYABLE TO THE "CITY OF ALEXANDRIA"

Cessation of Business

Date Business Ceased: _____ **2019 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)