



TOWN OF WARRENTON
 P.O. DRAWER 341
 WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
 (540) 347-1101

Business License Application

Due Date: March 1st

This is not a bill.
 You will receive a bill due on or before June 30th. A 10% penalty is imposed if paid after June 30th.

Applicant Name: _____
 Trading As Name: _____
 Address: _____
 City, State, Zip: _____

LICENSE YEAR
JULY 1 - JUNE 30

OFFICE USE ONLY		
PART 1		Date Received:
Nature of Business:		Acct No:
Town of Warrenton Business Location:		FEIN/SSN:
Town of Warrenton Business Location:		Telephone:
Date Business Began in Town:	VA State Contractor Number:	NAICS Code
Legal Status: Individual Partnership Corporation LLC Other		
FOR CORPORATIONS & LLC ONLY		
Registered Agent's Name:	Address:	City, State, Zip:
Telephone:	State of Incorporation:	Charter Date of Corporation:

PART 2: STATEMENT OF GROSS RECEIPTS (Refer to back for definition) <i>Builders and developers report gross expenditures; Wholesale merchants & wholesale peddlers report gross purchases</i>
IF NO LONGER IN BUSINESS, ENTER TERMINATION DATE (MM/DD/YYYY)
Out of town contractors who wish to maintain an active license, check here (minimum fee of \$30)
A. LICENSE RENEWAL
1. Gross receipts for the prior year. If not in business for a full year, go to line 2. _____
2. Enter actual gross receipts, then estimate a full year's activity 20__ Actual Gross Receipts _____ 20__ Full Year Estimate _____
B. INITIAL LICENSE (For use by New Businesses and existing Contractors executing new contracts in the Town)
1. Estimate gross receipts from the start of your business to the end of this calendar year

OATH: I, the undersigned applicant, do swear (or affirm) that the foregoing information is true and correct to the best of my knowledge. (Contractors Only: I further certify that I am in compliance with the provisions of Chapter 8, Title 65.2 of the Code of Virginia relating to Worker's Compensation Insurance.)

Signature of Applicant: _____ Email address: _____

Printed Name: _____ Date: _____

IMPORTANT INFORMATION

1. **Who must file:** Any individual, partnership, corporation, LLC or others engaged in any business or profession or occupation in the Town of Warrenton.
2. **When to file:** License applications are **due on or before March 1 each year**. New businesses are required to have a license when beginning business. All delinquent Business License and Personal Property Tax must be paid before a license can be issued.
3. **Where to file:** Completed forms should be mailed to Town of Warrenton, P.O. Drawer 341, Warrenton, VA 20188-0341 or delivered to 18 Court Street, Warrenton, VA 20186
4. **When to pay:** A bill will be prepared and mailed to you. It will be **due on or before June 30**. A 10% penalty is imposed if paid after June 30.
5. If mailing address is a post office box number or other than your actual business location, please fill in the business address location (911 address).
6. For renewals: check all preprinted information for accuracy and completeness. Correct where necessary. Supplying the Social Security Number/Federal Employer Identification Number (SSN/FEIN) is voluntary.
7. **Definition:** This license is based on a statement of the gross receipts, calculated on a cash or accrual basis, whichever method is employed for Federal and State tax purposes. The term "Gross Receipts" shall include the gross receipts from all sales or services rendered or activities conducted within the Town, both to persons within the Town and to persons outside the Town, provided, however, that the term "Gross Receipts" shall not include dues collected by trade, business, professional services, or civic associations. You may exclude any sales, excise or gasoline tax levied by the Federal or State government.
8. **Special note to contractors:** All contractors doing business in the Town of Warrenton are required to have a Town license. **Exception:** If situs is in another County or Town in the state of Virginia, and you are license by your hometown or County, you are not required to have a Town of Warrenton license, unless gross receipts exceed \$25,000.
9. For Businesses involved in more than one license category: You may elect to report total gross receipts and have receipts taxed at the highest applicable rate, or you may identify gross receipts by license category. Please attach a separate sheet providing a break out of the categories and amounts of gross receipts.

TAX RATES (BASED ON GROSS RECEIPTS)	
License Tax is the greater of \$30.00 or the tax calculated on gross receipts	
Listing of all business classes – Chapter 9, Article II of the Code of the Town of Warrenton	
Amusements, Vending Machine Operators*, Retail Merchants	\$0.10/\$100
Builders-Developers, Contractors	\$0.085/\$100
Business Services, Personal Services, Repair Services	\$0.187/\$100
Professional, Real Estate Services, Financial Services	\$0.2975/\$100
Public Service Corporations	½ of 1% of GR
Wholesale Merchants	\$0.0425/\$100
SPECIAL LICENSE TAX PROVISIONS (in addition to the gross receipts tax listed above)	
*Vending Machine Operators	\$200.00 + \$0.10 per \$100
Beer – Wholesale	\$75.00
Wine – Wholesale	\$50.00
Retail Beer & Wine On Premises of Hotel, Restaurant, etc.	\$37.50
Retail Beer & Wine Off Premises	\$37.50
Retail Beer On Premises of Hotel, Restaurant, etc.	\$25.00
Retail Beer Off Premises	\$25.00

For questions regarding this application, please contact the Finance Department at (540) 347-1102. Office hours are Monday through Friday, 8:30 am – 4:30 pm.

You will receive a bill from the Finance Department for the amount due. Please pay the amount in full by June 30.