

2008
RETURN BY
JANUARY 31ST

CITY OF SALEM LICENSE APPLICATION
COMMISSIONER OF THE REVENUE
LINDA M. CARROLL
114 N BOARD ST • P.O. BOX 869 • SALEM, VA 24153
PHONE - 540-375-3019 FAX - 540-375-3048

2008
RETURN BY
JANUARY 31ST

scundiff@salemva.gov

PLEASE PROVIDE AND VERIFY

OWNER or CORP:

SS# or FED. ID#:

TRADE NAME:

MAILING ADDRESS:

STATE LICENSE #:
IF APPLICABLE

VA SALES & USE#:
RETAIL SERVICE
REGISTERED AGENT
FOR CORPORATIONS:

CORP. PHONE:

LOCAL PHONE::

FAX NUMBER:

LOCATION ADDRESS:

EMAIL ADDRESS:

A PENALTY OF 10% OF TAX OR \$10.00, WHICHEVER IS GREATER, WILL BE ASSESSED TO ANYONE FILING AFTER JANUARY 31ST

PLEASE LIST ALL GROSS RECEIPTS FOR EACH CLASSIFICATION

CLASSIFICATION	GROSS RECEIPTS
AMUSEMENT SERVICE	
BUSINESS SERVICE	
CONTRACTOR	
FINANCE	
PERSONAL SERVICE	
PROFESSIONAL SERVICE	
REAL ESTATE SERVICE	
REPAIR SERVICE	
RETAIL MERCHANT	
SHORT TERM RENTAL	
WHOLESALE MERCHANT	

TOTAL ACTUAL 2007 GROSS RECEIPTS

_____ \$ _____

IMPORTANT CONTRACTORS ONLY: ATTACH COPIES OF 2007 BUSINESS LICENSE RECEIPTS FROM OTHER LOCALITIES & SUBTRACT THIS AMOUNT FROM TOTAL GROSS RECEIPTS

PLEASE CHECK ALL THAT APPLY:

Tobacco: \$10.00 _____ Wine & Beer On & Off: \$100.00 _____

Wine & Beer On: \$50.00 _____ Wine & Beer Off: \$50.00 _____

Number of Seats Approved by ABC Board for mixed beverages: _____

Solicitor: \$15.00 _____ Show & Sale: \$30.00 _____

Itinerant: \$50.00/\$500.00 _____ Peddler: \$200.00 _____

Utilities: _____

IF YOU ARE NO LONGER IN BUSINESS, IN ORDER TO CLOSE OUT YOUR ACCOUNT PLEASE GIVE THE DATE YOU CEASED TO OPERATE AND RETURN THIS FORM TO OUR OFFICE: _____

DO NOT SEND A CHECK WITH THIS FORM

UPON RECEIPT OF YOUR APPLICATION, WE WILL CALCULATE YOUR TAX AND SEND YOU A BILL

PAYABLE BY MARCH 1, 2008

ATTEST: I, the undersigned applicant do swear (or affirm) that the foregoing figures and statements are true, full and correct to the best of my knowledge and belief.

DATE

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

SEE REVERSE SIDE FOR MORE INFORMATION

*PRINT NAME OF TAXPAYER OR PREPARER

LICENSE TAX RATES

Amusement Service	\$30.00 first 8,334 Gross Receipts plus 36¢ per \$100 excess
Business Service	\$30.00 first 8,334 Gross Receipts plus 36¢ per \$100 excess
Contractor	\$30.00 first 18,750 Gross Receipts plus 16¢ per \$100 excess
Finance	\$30.00 first 15,000 Gross Receipts plus 20¢ per \$100 excess
Personal Service	\$30.00 first 8,334 Gross Receipts plus 36¢ per \$100 excess
Professional Service	\$30.00 first 5,173 Gross Receipts plus 58¢ per \$100 excess
Real Estate Service	\$30.00 first 5,173 Gross Receipts plus 58¢ per \$100 excess
Repair Service	\$30.00 first 8,334 Gross Receipts plus 36¢ per \$100 excess
Retail Service	\$30.00 first 15,000 Gross Receipts plus 20¢ per \$100 excess
Short Term Rental	\$30.00 first 15,000 Gross Receipts plus 20¢ per \$100 excess
Wholesale Merchants	\$50.00 first 10,000 Gross Receipts plus 13¢ per \$100 excess

ATTENTION HOME BUSINESSES

- IT IS **IMPORTANT** TO COMPLETE THE LICENSE FORM AND **RETURN** BY THE DUE DATE OF JANUARY 31ST
- THIS WILL ELIMINATE ANY FOLLOW UP CORRESPONDENCE FROM THIS OFFICE
- IF YOUR GROSS RECEIPTS ARE UNDER THE \$8000 LIMIT NO BILL WILL BE CREATED

ALL CONTRACTORS:

Title 54.1 of the Code of Virginia: Any contractor who undertakes to bid upon, accept, or offers to accept a single contract or project of \$1,000 or more, must register with the State Board of Contractors.

The Virginia Workers' Compensation Act, Title 65.2 of the Code of Virginia amendment requires that no business license be issued or reissued to a contractor without proof of compliance. All Contractors must provide a completed copy of their Contractor's Certification form.

Enclosed is a Contractor's Certificate of Insuring Liability for Workers' Compensation form. This form must be completed and returned with your business license application. As many of you are aware without your license you cannot get the building permits necessary for your job sites. Please take the time to fill this form out and return as soon as possible.

If you have any questions please call Virginia's Workers' Compensation Commission at (804) 367-2071. For additional forms or any questions about your license call or come by the Commissioner of the Revenue's Office.

General Information

Failure To Obtain A License is a criminal offense, punishable by fines, imprisonment and/or closure of business.

Signature: License applications must be signed to be valid. Your signature indicates you are aware of all applicable obligations associated with this license.

Business Changes: Please notify us of any changes in name, address or classification on this application.

Business Personal Property Taxes: You will need to file a Business Personal Property and Machinery & Tools Form to our office as well by February 15th. If you have any questions contact the Commissioner of the Revenue's office at (540) 375-3019.

IMPORTANT DUE DATES FOR CITY OF SALEM

DECEMBER 31ST Business forms mailed.

JANUARY 31ST Business License renewal forms due back to the Commissioner of the Revenue's office.

February 15th Business Property forms due back to the Commission of the Revenue's office.

March 1st Business License payment due for current year. After March 1st a penalty of 10% or \$10.00, whichever is greater, will be applied to the license bill.

May 31st Business Personal Property payment due.