



# BUSINESS LICENSE APPLICATION KING WILLIAM COUNTY, VIRGINIA

CR -1

SALLY W. PEARSON  
 COMMISSIONER OF THE REVENUE  
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LICENSE YEAR

**OFFICE USE ONLY**

ACCOUNT NUMBER	CODE

Make checks payable to : Treasurer of King William County

WHO MUST FILE? SEE BACK PAGE. FILL COMPLETELY.

1. LEGAL NAME OF BUSINESS		2. CHECK TYPE OF BUSINESS		
		INDIVIDUAL	PARTNERSHIP	CORPORATION
3. NAME OF CORPORATE OFFICER/PARTNER/OWNER				
4. TRADE		5. DATE APPLICANT BEGAN BUSINESS IN KING WILLIAM COUNTY		
6. MAILING ADDRESS	7. LOCAL BUSINESS PHONE	8. MAIN OFFICE/HOME PHONE	9. FAX NUMBER	
10. EMAIL ADDRESS	11. WEBSITE			
12. BUSINESS LOCATION ADDRESS				
13. DESCRIPTION OF BUSINESS				
14. LIST ALL THAT APPLY				

CLASSIFICATION	RATE (PER \$100)	GROSS RECEIPTS	LICENSE TAX
* CONTRACTOR	\$0.16		
RETAIL SALES	\$0.20		
FINANCIAL, REAL ESTATE & PROFESSIONAL SERVICE	\$0.38		
REPAIR, PERSONAL & BUSINESS SERVICES	\$0.16		
WHOLESALE	\$0.05		
EXEMPT (SEE BACK PAGE)	\$0.00		NO TAX DUE
OTHER BUSINESSES & OCCUPTIONS	TO BE DETERMINED		
TOTAL **			

\* CONTRACTORS PLEASE SEE BACK

\*\* IF GROSS RECEIPTS ARE LESS THAN \$50,000, THE LICENSE TAX IS \$30.

DECLARATION BY TAXPAYER: I DECLARE THAT THE FOREGOING STATEMENTS(S) AND FIGURES ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

FEDERAL ID/SOCIAL SECURITY NUMBER ***	AUTHORIZED SIGNATURE & TITLE	DATE

\*\*\* Enter Social Security Number ONLY if business does not have a Federal I.D. Number. If an application has been made for a Federal I.D. Number, please submit when received.

**RENEWABLE BY MARCH 1 ANNUALLY**

**FOR ASSISTANCE, SEE INSTRUCTIONS ON BACK**

## CONTRACTORS

**Contractors are required to be licensed by the Commonwealth before obtaining a Business License.**

Code of Virginia 54.1-1111(B) requires all contractors to furnish their Virginia license/certificate number. If a state license is not required, you must complete and return the Virginia Contractors Exemption Form.

Class A  no. \_\_\_\_\_ Class B  no. \_\_\_\_\_ Class C  no. \_\_\_\_\_

Expiration date: \_\_\_\_\_

Contractor's Certificate of Worker's Compensation Insurance (Form 61-A) **MUST** be submitted pursuant to Code of Virginia 58.1-3714. This form is available at [www.kingwilliamcounty.us](http://www.kingwilliamcounty.us). Please note contractors with more than two part-time or full-time employees (including subcontractors) must have worker's compensation insurance.

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**WHO MUST FILE FOR A BUSINESS LICENSE?**

**According to King William County Code, Sec. 18-34, it is unlawful to do business without obtaining a business license.**

**King William County Code, Sec. 18-38** states: Every person shall apply for a license for each business or profession when engaging in a business in the county if the person has a definite place of business in the county; there is no definite place of business anywhere and the person resides in the county; or there is no definite place of business in the county but the person operates amusement machines or is classified as an itinerant merchant, peddler, carnival, circus, contractor, subject to Code of Virginia, § 58.1-3715, or public service corporation. A separate license shall be required for each definite place of business and for each business.

The measure or basis of the BPOL tax generally is the gross receipts of the business, not net income. For existing businesses, the tax is based the prior year's gross receipts. For new businesses, the tax will be based upon estimated current year gross receipts, orders or contracts. The license must be renewed by March 1 of each year. For businesses with gross receipts under \$50,000, there is a \$30 licensing fee. BPOL taxes can be supplemented at the end of the calendar year if the reported receipts are inaccurate. Proof of gross receipts must be submitted upon request.

Listed below is the formula for calculation of the amount due for your business license. Refer to the rate schedule for each business classification on the front side of this application.

$$\text{GROSS RECEIPTS} / 100 \times \text{RATE FROM FRONT TABLE} = \text{TAX DUE}$$

For specific explanations of classifications, please see the complete BPOL Ordinance available online at [www.kingwilliamcounty.us](http://www.kingwilliamcounty.us).

If you are operating under a fictitious name, you must record that name in the Office of the Clerk of the Circuit Court in King William County prior to issuance of the license. The phone number is (804) 769-4938.

**PAYMENT OPTIONS: Pay by check, made payable to King William County, Treasurer. Pay online on [www.kingwilliamcounty.us](http://www.kingwilliamcounty.us).**

**A 10% PENALTY ON THE TAX WILL BE ADDED IF LICENSE IS NOT PAID BY MARCH 1<sup>ST</sup>.**

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