

**RENEWAL APPLICATION AND PAYMENT IN FULL IS DUE ON OR BEFORE MARCH 1, 2005**  
**NEW BUSINESSES BEGINNING ON OR AFTER JANUARY 1, 2005 HAVE 30 DAYS TO MAKE APPLICATION AND REMIT PAYMENT**

ALL APPLICANTS COMPLETE THIS SECTION	TO BE COMPLETED BY CONTRACTORS
<p>Trade Name _____</p> <p>Owner Name _____</p> <p><input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><small>All new license applicants must provide proof of trade/fictitious name registration (if different from Owner Name) from the Prince William County Clerk of the Circuit Court. If your business is a Limited Partnership, Limited Liability Company, or Corporation, you must also provide proof that your business/trade name is registered with the Virginia State Corporation Commission.</small></p> <p>Federal ID / SSN _____</p> <p>Tax Contact Name _____</p> <p>Mailing Address _____</p> <p>_____</p> <p>_____</p> <p>Phone Number _____</p> <p>Date Began Business _____</p> <p>Date Ended Business _____</p> <p>Business Location _____</p> <p>_____</p> <p><small>All new license applicants must provide either a copy of your Certificate of Occupancy or Home Occupation Certificate</small></p> <p>Description of Business _____</p> <p>_____</p> <p>_____</p>	<p>If you hold a Class A, B, or C Contractors License issued by the Virginia Board for Contractors, please provide your registration number:</p> <p>VA Contractors Reg. No. _____</p> <p><input type="checkbox"/> Class 'A' <input type="checkbox"/> Class 'B' <input type="checkbox"/> Class 'C'</p> <p><small>All Contractors must also complete a <i>Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia</i> form. Virginia Code 58.1-3714B(1) prohibits a county from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining workers' compensation coverage for his employees if such coverage is required.</small></p> <p>Complete if applicant is a Virginia Contractor located outside Prince William County:</p> <p>Name of Virginia jurisdiction where principal office is located _____</p> <p>Does locality impose a local business license tax? _____</p> <p>If so, provide current license number _____</p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 10px; margin-top: 20px; text-align: center;"> <p><b>OFFICE USE</b></p> <p>Acct No. _____</p> <p>Date Filed _____</p> <p>BPOL Code _____</p> </div>

**CALCULATE LICENSE TAX AMOUNT DUE – YOU MUST COMPLETE REVERSE BEFORE COMPLETING THIS SECTION**

<p>1. Enter taxable gross receipts from reverse side Table B, line 6 .....</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>2. Enter tax rate from reverse side Table C, Tax Rate Schedule .....</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>3. <b>License Tax Due.</b> Divide line 1 above by \$100, then multiply by tax rate entered on line 2 above.  <small>Enter \$0 if taxable gross receipts on Line 1 is less than \$100,000 .....</small></p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>4. <b>Flat Rate License Tax Due.</b> Enter flat rate license tax from reverse side Table C, Tax Rate Schedule. NOTE: Restaurants serving mixed drinks must include the appropriate Flat Rate License Tax in addition to the license tax due calculated above .....</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>5. <b>Total License Tax Due.</b> Add lines 3 and 4. This is your total license tax due. Payment is due in full on or before MARCH 1, 2005, or within 30 days of beginning business in Prince William County.</p> <p>Add a 10% late payment penalty and 10% interest (per annum) if paying after MARCH 1, 2005, or if a new business paying more than 30 days after business start date.</p> <p>Make check payable to Prince William County, PO Box 2467, Prince William VA 22195-2467 .....</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Tax: _____</p> <p>Penalty: _____</p> <p>Interest: _____</p> <p><b>TOTAL:</b> _____</p> </div>

**DECLARATION**

NOTE: It is a misdemeanor for any person to willfully subscribe an application that he does not believe to be true and correct as to every material matter. Businesses are subject to audit by Prince William County pursuant to Virginia Code 58.1-3109.

I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>
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**TABLE A – ALLOWABLE ADJUSTMENTS**

**To Be Completed Only By Gasoline/Diesel Fuel Retailers, Restaurants That Sell Mixed Drinks, and Contractors**

1.	Gasoline/Diesel fuel retailers enter 2004 State/Federal excise fuel tax collected.....	
2.	Restaurants that sell mixed drinks enter 2004 mixed drink sales (excluding beer and wine sales) ....	
3.	Contractors located in Prince William County may subtract 2004 gross receipts that exceed \$25,000 from work done in other Virginia jurisdictions that impose a similar business license tax, but only if the amount subtracted is reported to the other Virginia jurisdictions. YOU MUST PROVIDE A COPY OF YOUR COMPLETED BUSINESS LICENSE APPLICATION FROM THESE JURISDICTIONS OR THE ADJUSTMENT WILL BE DISALLOWED (Virginia Code 58.1-3715).....	
4.	Add lines 1 through 3. This is your <b>total allowable adjustments</b> .....	\$

**TABLE B – TAXABLE GROSS RECEIPTS**

1.	Enter total 2004 gross receipts, or if for a new business ( <i>business started on or after January 1, 2005</i> ), an estimate of your 2005 gross receipts. Wholesale merchants report total gross purchases rather than gross receipts.....	
2.	Enter allowable adjustments from Table A, line 4 above .....	
3.	Subtract line 2 from line 1. This is your <b>adjusted gross receipts</b> .....	
<i>Complete Lines 4 and 5 only if business began on or after January 1, 2004 and prior to January 1, 2005, AND the amount on line 3 is \$100,000 or greater</i>		
4.	Enter gross receipts estimate for 2004 from 2004 license application. If amount is less than \$100,000, enter \$0 .....	
5.	Subtract line 4 from line 3. If the result is less than \$0, enter the negative amount .....	
6.	Add line 3 and the amount on line 5, if any. This is your <b>taxable gross receipts</b> . Enter this value on line 1 on the reverse side .....	\$

**TABLE C – TAX RATE SCHEDULE**

**PART A: TAX RATES SCHEDULE FOR LICENSE TAX BASED ON GROSS RECEIPTS**

<u>Business Classification</u>	<u>Tax Rate per \$100 Gross Receipts</u>
Professional occupations (PR).....	\$ 0.33
Retail merchants (RT).....	\$ 0.17
Wholesale merchants (WS).....	\$ 0.05
Prince William County-based contractors, builders & developers or out-of-state contractors, builders or developers (CO).....	\$ 0.13
Contractors located in another Virginia jurisdiction which imposes a BPOL or similar tax (RC) .....	\$ 0.13
Financial service providers; including credit agencies, and investment, securities, or commodities dealers (FI).....	\$ 0.33
Real estate service providers; including appraiser, broker, management or rental agent (RE).....	\$ 0.33
Hotel, motel or lodging establishments (HO).....	\$ 0.26
Direct sellers (DS).....	\$ 0.17
Repair, personal or business services; or other services not elsewhere classified (OS).....	\$ 0.21

**PART B: TAX RATE SCHEDULE FOR FLAT FEE LICENSES**

<u>Business Classification</u>	<u>Flat Fee Amount</u>
Restaurants serving mixed drinks with a seating capacity of no more than 100 persons (A1) .....	\$ 200.00
Restaurants serving mixed drinks with a seating capacity of at least 101 but no more than 150 persons (A2).....	\$ 350.00
Restaurants serving mixed drinks with a seating capacity of 151 persons or greater (A3).....	\$ 500.00
Non-profit or private clubs serving mixed drinks (A4).....	\$ 500.00
Peddlers and other persons selling perishable goods place to place or at a temporary location (PE) .....	\$ 500.00
Itinerant merchant or itinerant event sponsor (IT).....	\$ 500.00

No business license will be issued until all delinquent business license and tangible personal property taxes owed by the applicant to Prince William County have been paid (VA Code 58.1-3700).