



Susan L. Draper
 Commissioner of the Revenue
 P.O. Box 1459
 Suffolk, VA 23439-1459
 ADDRESS SERVICE REQUESTED

2015

Main Office (757) 514-4252 Branch Office (757) 514-7182
 email: bustax@suffolkva.us
Renewal Application
for
CITY OF SUFFOLK BUSINESS LICENSE
 RENEWAL APPLICANTS MUST FILE AND PAY ALL TAXES DUE BY
MARCH 1st

Business Address	
Date business began in Suffolk	
Social Security #	
FEIN	
Phone	
Fax	
Cell	

Type of License	Fee	Rate per \$100.00	Type of License	Fee	Rate per \$100.00

If gross receipts exceed \$100,000.00, apply tax rate to ALL receipts. If gross receipts are less than \$100,000.00, enter your gross receipts and pay fee only. Alcoholic beverage license: pay fee only (include gross receipts in retail merchant license).

Note: Provide 2015 estimated gross receipts ONLY if business began in 2014 or business is a Non-Suffolk contractor

CODE	TYPE OF LICENSE	2014 Actual Gross Receipts Jan 1-Dec 31	2015 Estimated Gross Receipts Jan 1-Dec 31	TAX or FEE	TOTAL
1					
2					
3					
4					
5	Complete the worksheet on reverse side ONLY ■ If the business began after January 1, 2013 and gross receipts exceeded \$100,000. ■ If the business is a non-Suffolk contractor and gross receipts exceeded \$100,000.				Prior Year Adjustment
*Penalty will be applied if not paid by March 1.					* Penalty 10%
TOTAL TAX DUE					\$

I hereby certify that the information presented on this statement is complete and accurate.

Authorized Signature _____ Printed Name/Title _____ Date _____ Phone # _____

Email: _____

If no longer engaged in business in the City of Suffolk, please check the box. Date closed: _____

**ATTENTION
ALL CONTRACTORS**

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

Class A no. _____ Class B no. _____ Class C no. _____

Ø Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia (VWC Form 61A) **MUST** be submitted pursuant to § 58.1-3714 of the State Code of Virginia.
The Business License cannot be issued without this form.

WORKSHEET TO COMPUTE PRIOR YEAR ADJUSTMENT
(calculating line 5 on reverse)

Complete If: ▪ The business began after January 1, 2013
OR
▪ The business is a non-Suffolk contractor

1.	2014 <u>Actual</u> gross receipts/purchases	
2.	Tax /Fee (see application for tax rate)	
3.	2014 <u>Estimated</u> gross receipts/purchases (per 2014 application)	
4.	Tax or fee paid on estimated gross receipts/purchases (per 2014 application)	
5.	Line 2 less Line 4 - Enter result on Line 5 of the reverse side in the Total column ▪ If amount is positive-additional tax is due for <u>under</u> estimate of 2014 gross receipts ▪ If amount is negative-a credit is due for <u>over</u> estimate of 2014 gross receipts	

NOTE: Proof of gross receipts must be submitted upon request

PAYMENT OPTIONS

Pay by check-make payable to City of Suffolk, Treasurer.

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

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