

**TOWN OF CLIFTON**  
**P.O. Box 309**  
**Clifton, Virginia 20124-0309**

Enclosed is a 2008 Business License Application. If you are no longer in business and have not yet filed your 2007 Business License Tax, this will serve as your final return for 2007.

If you were in business prior to January 1, 2008, please give actual gross receipts for year(s): 2007 \_\_\_\_\_; 2006 \_\_\_\_\_; 2005 \_\_\_\_\_; 2004 \_\_\_\_\_. This information can be taken from your Schedule C as filed with your Virginia Income Tax Return.

***This application must be filed by March 1, 2008. The rate of tax for each license category is shown on the attached sheet. Please compute your tax on this application and remit your payment when filing your application. This procedure is in accordance with Clifton's revised BPOL Ordinance (modeled after Fairfax County's) which complies with State regulatory requirements.***

You are urged to file your application and to pay your license tax on or before March 1, 2008, to avoid separate 10% penalties for late filing and late payment. The law is inflexible with respect to penalties, as well as interest that must be charged for late payment.

Please read the instructions carefully and complete all applicable sections. If you need assistance or have any questions, please telephone me @ work 703/842-2333 - (please indicate that you are calling about Town business). Feel free to leave a message at any time and I will return your call.

Your cooperation in complying with the licensing ordinances of the Town of Clifton is appreciated.

***Marilyn L. Barton***

Town Treasurer

**IMPORTANT:**

**It is necessary to return a completed application form in order to receive a validated license and maintain a record of your business, even if your gross receipts are less than \$5,000.**

If you are no longer in business, please indicate on the license application the date your business was discontinued and the amount of your gross receipts for the partial year for which you operated your business within the Town of Clifton and return the application to the above address. Please note that you are liable for taxes on receipts earned in the prior year, even though your business has been discontinued.

If you open your business after January 1, 2008, the application you have received and your estimated tax payment must be filed within 75 days of the beginning date of your business to avoid separate 10% penalties for late filing and/or late payment. Whenever a license tax or fee is computed upon estimates, such estimate shall be subject to adjustment by the Town Treasurer at the end of the tax year to reflect the actual tax or fee.

RENEWAL APPLICATIONS MUST BE FILED BY MARCH 1, 2008  
NEW APPLICATION MUST BE FILED WITHIN 75 DAYS OF BEGINNING DATE  
INSTRUCTIONS

To fill in Blocks 1, 2, or 3:

1. Record figures to nearest dollar in blocks where Gross Receipts, Gross Purchases, or Gross Expenditures are required.
2. Sales tax collected as part of Gross Receipts may be deducted in the computation of Gross Receipts for assessment of the Town License Tax.
3. SECTION A - Block 1-a: Enter 2007 Gross Receipts. (Applies only to retail merchants dealing in products on which direct excise or gasoline taxes are levied.)
4. SECTION A - Block 1-b: Enter total Federal and State gasoline tax and/or Federal Excise Tax.
5. SECTION A - Block 2:
  - a. Retailers completing Block 1-a and 1-b should enter Gross Receipts minus deductions in Block 1-b.
  - b. All others should enter total Gross Receipts with no deductions.  
Exception: Wholesale Merchants enter Gross Purchases  
Builders and Developers enter Gross Expenditures
6. SECTIONS B-1 and B-2:  
Block 1: Same instructions as in 5 above.  
Block 2: If business began after Jan. 1, 2007, enter Actual 2007 Gross Receipts.  
Block 3: If business began after Jan. 1, 2008, enter Estimated Gross Receipts for 2008.

NOTE: Adjustment to estimate will be made on succeeding year's license.

7. SECTION C - Block 3:  
If business began after Jan. 1, 2008, enter estimated Gross Receipts expected in 2008.  
Exception: Wholesale Merchants enter estimated Gross Purchases.  
Builders and Developers enter estimated Gross Expenditures.  
NOTE: Adjustment to estimate will be made on succeeding year's license.

General:

1. ***Please remit payment with application.***
2. Payment of a license tax shall not be required when Gross Receipts are less than \$5,000.
3. **Applicants are required to apply for, and will receive a license, even if no tax is due.**

APPLICATION MUST BE FILED BY MARCH 1, 2008

Instructions on Page 2:

Current Business Location: \_\_\_\_\_

Number Street \_\_\_\_\_

Business Location, 01/01/2008 \_\_\_\_\_

Date began business in Town of Clifton: \_\_\_\_\_

Number Street \_\_\_\_\_

Owner Name \_\_\_\_\_

Trade Name \_\_\_\_\_

Mail Address \_\_\_\_\_

Residence Address of Individual/Partners: \_\_\_\_\_

Description of Business (Be specific and refer to attached BPOL category list): \_\_\_\_\_

Type of Ownership: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

(Check One) Public Service Corp. \_\_\_\_\_ Trade Association \_\_\_\_\_ Other \_\_\_\_\_ (Specify)

No. of persons currently employed at this location, including yourself: \_\_\_\_\_

<b>For Office Use Only</b>	
Clearance Control #:	_____
Secured:	_____
Date Zoning	_____
Date Received	_____
Account #:	_____

Business Telephone, **Email:** \_\_\_\_\_

SSN # \_\_\_\_\_

P.O. Box # \_\_\_\_\_

or EIN # \_\_\_\_\_

Zip: \_\_\_\_\_

Zip: \_\_\_\_\_

Note: BLOCK 1 to be completed only by retailers dealing in products on which there is levied a direct excise or gas tax:

		<u>BLOCK 1</u>		<u>BLOCK 2</u>	<u>BLOCK 3</u>
		a. Total Gross Receipts	b. Deduct Gas & Fed. Excise Tax	Actual 2007 Gross Receipts	Est. 2008 Gross Receipts
SECTION A	Applicant who was in business on or before Jan 1, 2007 <u>*Enter Gross Receipts for 2007</u>				
SECTION B-1	Applicant who began after Jan 1, 2007, and prior to Jan 1, 2008 Enter 2007 Gross Receipts <u>under Block 1 or 2</u>				
SECTION B-2	And enter 2008 Est. Receipts under Block 3				
SECTION C	Applicant who began on or after Jan 1, 2008 <u>Enter est. 2008 Gross Recs:</u>				
<u>*Wholesale Merchant -- based on Gross Purchases; Builder/Developer--based on Gross Expenditures.</u>					

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

SIGNATURE(S): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: It is a misdemeanor for any person to subscribe an application which he does not believe to be true and correct as to every material matter. (VA Code, Sec. 58-27)

TOWN OF CLIFTON

BUSINESS, PROFESSIONAL, AND OCCUPATIONAL LICENSE TAX

\*2008 RATES

<u>ORDINANCE SECTION</u>	<u>CATEGORY</u>	<u>2008 RATE</u>
4-20	Amusements	\$ .26
4-21	Builders and Developers	\$ .05
4-22	Business Service	\$ .19
4-23	Personal Service	\$ .19
4-24	Contractors	\$ .11
4-25	Hotels and Motels	\$ .26
4-26	Professionals	\$ .31
4-27	Repair Service	\$ .19
4-28	Retail Merchant	\$ .17
4-28-c	Retail & Wholesale Merchant	\$ .17
4-29	Wholesale Merchant	\$ .04
4-30	Money Lenders	\$ .19
4-31	Telephone Company	\$ .38
4-32	Heat, Light, etc.	\$ .38
4-33	Real Estate Brokers	\$ .31
4-34	Research & Development business	\$ .31
4-35	Consultants & Specialized Occupations ( includes accounting & tax services)	\$ .31

\*Licenses are based on each \$100 of gross receipts of the preceding year.  
 The License Basis for Builders and Developers is each \$100 of gross expenditures.  
 The License Basis for Wholesale Merchants is each \$100 of gross purchases.  
 The minimum license tax is \$25.00 for earnings of \$5,000 or more.