



CITY OF FAIRFAX

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Commissioner of the Revenue

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2020 BUSINESS LICENSE APPLICATION DUE WITHIN 30 DAYS OF STARTING BUSINESS

DATE BUSINESS BEGAN	LICENSE NUMBER	FEDERAL I.D. OR SOCIAL SECURITY NO.

APPLICANT'S NAME _____ INDIVIDUAL CORPORATION

TRADE NAME (if any) _____ PARTNERSHIP ASSOCIATION

MAILING ADDRESS _____ BUS. TEL. NO. _____

CITY / STATE / ZIP CODE _____ BUS. FAX NO. _____

BUSINESS LOCATION _____ E-MAIL _____

NATURE OF BUSINESS _____

DO YOU RENT OR LEASE THESE BUSINESS PREMISES? YES NO

NAME _____

(IF YES, FURNISH NAME AND ADDRESS OF LANDLORD OR LESSOR.) MAILING ADDRESS _____

AMOUNT OF ANNUAL RENT \$ _____ CITY / STATE / ZIP CODE _____

LINE	SERVICE DESCRIPTION	INSTRUCTIONS	GROSS RECEIPTS COLUMN A	TAX RATE COLUMN B	TOTAL TAX COLUMN C
1		Enter estimated 2020 Gross Receipts on Line 1 Column A. Enter rate (see schedule) on Line 1 Column B. Multiply Line 1 Column A by Line 1 Column B and enter result on Line 1 Column C.			
2		For License based on Flat Rate (see schedule) enter on Line 2 Column C.			
3					
4					
5					
6					
7					

<p>OATH: 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.</p> <p>SIGNATURE OF APPLICANT _____ DATE _____</p> <p>PRINT OR TYPE NAME AND TITLE OF PERSON SIGNING _____ PHONE NUMBER _____</p>	SUBTOTAL:	
	PENALTY:	
	INTEREST:	
	TOTAL AMOUNT DUE:	
<p>* YOU MUST REPORT GROSS RECEIPTS * MAKE CHECK PAYABLE TO: TREASURER, CITY OF FAIRFAX</p>		

GENERAL INSTRUCTIONS FOR FILING THE BUSINESS LICENSE APPLICATION
PLEASE READ THE ENTIRE PAGE BEFORE FILLING OUT

Completion of Forms

All information requested on the tax form is important to the proper and equitable assessment of the tax involved. Therefore, it is required that each tax form be fully completed.

Corporations

If your Business is a corporation, a copy of the most recent **Annual Report** filed with the Virginia State Corporation Commission is **required**. If your business is a new corporation a copy of your **Certificate of Incorporation** filed with the Virginia State Corporation Commission is **required**.

Allowable Deductions from Gross Receipts

- Gas Station's State, Federal and Metro Excise **Taxes**
- Automobile Dealer **trade-ins**
- Contractor's gross receipts paid to **other localities**

SPECIAL NOTICE TO BUSINESSES WITH GROSS RECEIPTS OF LESS THAN \$50,000 PER YEAR

Section 14-33 of the City of Fairfax Business License Ordinance has been amended to read:

*"No license tax shall be imposed on any person whose **gross receipts** are less than **\$10,000** for the immediately preceding year from a business, profession or occupation subject to licensure.*

*A license tax shall be the **lesser of \$30.00** per year or the license tax computed on any person whose gross receipts are between **\$10,001 and \$50,000** for the immediately preceding year from a business, profession or occupation subject to licensure."*

Please note, **Sec. 14-35** requires "An application for a license **must be filed** in accordance with this chapter **regardless** whether a license tax is due or the license tax is not applicable to a business, profession or occupation."

Filing and Payment DEADLINES and PENALTIES

Business License Application Forms are due with payment on March 1st or within 30 days of starting business.

A penalty of **ten percent (10%)** of the License Tax will be imposed upon the failure to file an application or the failure to pay the tax by the due date. **Interest** shall be charged on the late payment of the tax from the due date until the date paid at a rate established pursuant to Section 6621 of the Internal Revenue Code of 1954, as amended.

TAX DEADLINES ARE STRICTLY OBSERVED AND PENALTIES ARE ENFORCED. Therefore, please file and pay your business license renewal **timely** to **avoid penalties**. The filing date on mailed application will be the postal postmark thereon.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMISSIONER OF THE REVENUE'S OFFICE AT (703) 385-7880.