

**2024 City of Winchester  
 Business License Application/Renewal  
 (See Reverse for Instructions)**

**Due Date March 1, 2024**

File and pay by due date to avoid a penalty.

Email: cor@winchesterva.gov  
 Online Application Available

**CONTROL NUMBER**

<b>Part 1 Business Information</b>		* Confidential — for Commissioner Office Use Only	
Trade Name	Owner Name	Telephone Number *	
Business Address	City	State	Zip
Mailing Address			
Email Address *		Federal ID No./Social Security No.	
Type of Business:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC		
Date Business Began in Winchester	Date Closed (if applicable)		

<b>Part 2 Financial Information (Gross Receipts)</b>					
Business Type	Enter Prior Year Gross Receipts (2023)	If Business Began After January 1, 2023, Enter Estimated Gross Receipts (2024)	If Including Payment, Enter Amount Enclosed	FOR USE BY COMM OF REVENUE	
Contractor					
Retail Sales					
Repair, Personal and Business Services					
Financial, Real Estate and Professional Services					
Wholesale Merchants * (*Report Gross Purchases)					
Other					

<b>Part 3 Contractors</b>	(Copy of State License and VWC Certificate of Workers' Compensation Insurance Form 61A must be included. Check here if enclosed. <input type="checkbox"/> )
State Contractor's License Type: (Check One) <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	Classification: _____
Enter State Contractor's License Number: _____	Expiration Date: _____

**Part 4 Alcoholic Beverages** (If your business does not sell alcoholic beverages, check here. )

**\*Changes are pending. If you sell alcoholic beverages, please contact our office for an update.\***

<b>Part 5 Local Excise Taxes</b>
Are any sales subject to the following? (Check All Applicable) <input type="checkbox"/> Meals Tax <input type="checkbox"/> Lodging Tax <input type="checkbox"/> Admissions Tax <input type="checkbox"/> Short-Term Rental Tax

<b>Part 6</b>	I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge.			
Signature	Printed Name	Business Title	Date	



## Instructions for Preparing Business License Application

### Part 1: Business Information

For your convenience, information from past applications has been pre-filled (where available). If an area has been pre-filled, please review this information for accuracy. If pre-filled information is incorrect, please mark through the incorrect information and include your corrections in the area provided. If information is not pre-filled, please enter appropriate information in the area provided.

### Part 2: Contractors

If your business does not engage in contracting, skip to Part 3.

**Contractors:** If you perform work in the State of Virginia, in excess of \$1,000 per job, you MUST secure a State Contractor’s License prior to applying for a City Business License.

- **Copy of State Contractor’s License:** All contractors must provide a copy of your state license when renewing or applying for a City Business License. Mark the check box to note that the required forms are enclosed.
- **State Contractor’s License Information:** Indicate whether you have a Class A, B, or C license and record the license classification, license number and expiration date in the area provided.

### Part 3: Financial Information (Gross Receipts)

Unless otherwise indicated, report your prior year total gross receipts. If business began after January 1, 2023 and you were not in business for one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts. (Note: Do not include any sales tax collected in your gross receipts.) If enclosing payment, calculate amount due and report payment amount in the area provided.

**Tax Rates:** The basic flat rate for businesses with gross receipts of \$5,001 to \$50,000 is \$50.

For gross receipts over \$50,000: Flat fee does not apply. License is calculated by tax rate as follows.

Contractors	16 cents per \$100 of gross receipts
Retail Sales	20 cents per \$100 of gross receipts
Repair, Personal and Business Services	36 cents per \$100 of gross receipts
Financial, Real Estate and Professional Services	58 cents per \$100 of gross receipts
Wholesale Merchants	\$50 for the first \$10,000 of gross purchases + 20 cents per \$100 of gross purchases thereafter
Other	Tax Rates Vary — Call 540-667-1815 for information

**\*\*NOTE:** This information is a guideline. Different and/or additional rates may apply. Please contact our office for details.\*\*

### Part 4: Alcoholic Beverages

If business is not involved in the sale of alcoholic beverages, check box and skip to Part 5; otherwise, enter information as requested.

#### Alcoholic Beverage License Charges:

Changes to fees are pending City Council Approval,  
Please contact our office for a status update  
prior to submitting renewal.

### Part 5: Local Excise Taxes

If business is not subject to local excise taxes, skip to Part 6; otherwise, enter information as requested.

### Part 6: Declaration by Taxpayer and Verification

Please read and sign the declaration, including contact information. Verify you have provided all information as incomplete returns will not be accepted.

#### **PLEASE NOTE:**

*There is a 10% **late filing fee** for applications received after March 1<sup>st</sup>.  
There is a 10% **late payment penalty** assessed for all payments received after March 1<sup>st</sup>.*