

**2016 City of Winchester
 Business License Application
 (See Reverse for Instructions)**

CONTROL NUMBER

Due Date March 1, 2016

File and pay by due date to avoid a penalty.

Part 1 Business Information

Name of Applicant	Trade Name	Telephone Number	
Mailing Address	City	State	Zip
Business Address			
Email Address	State ID Number	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)		

Part 2 Contractors (Copy of State License and WVC Form 61-A must be included. Check here if enclosed.)

State Contractor's License Type: (Check One)
 Class A
 Class B
 Class C
 Classification: _____

Enter State Contractor's License Number: _____
 Expiration Date: _____

Part 3 Financial Information (Gross Receipts)

Business Type	Enter Prior Year Gross Receipts (2015)	If Business Began After January 1, 2015, Enter Estimated Gross Receipts (2016)	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 Types of Businesses					

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

Are mixed beverages sold on the premises? (Check One)
 Yes
 No

What is the maximum seating capacity? (Check One)
 1 – 100
 101 – 150
 151+

Do you sell Beer and/or Wine? (Check All That Apply)

Beer:
 On Premises Only: Yes No
 Off Premises Only: Yes No
 Both: Yes No

Wine:
 On Premises Only: Yes No
 Off Premises Only: Yes No
 Both: Yes No

Part 5 Local Excise Taxes

Are any sales subject to the following? (Check All Applicable)
 Meals Tax
 Lodging Tax
 Admissions Tax
 Short-Term Rental Tax

Part 6 I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge.

Signature	Printed Name	Title	Date
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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/VWC Form 61-A included: All contractors must provide a copy of your state license when renewing or applying for a City Business License. You must also include a copy of the Certification of Insuring Liability for Workman's Compensation (Form 61-A). 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, 2015 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 up to \$50,000 is \$50.
For gross receipts over \$50,000:

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:

	Seating 1-100	Seating 101-150	Seating 151+
Mixed Beverage	\$200.00	\$350.00	\$500.00
Mixed Beverage – Non-Profit		\$350.00	
Mixed Beverage – Caterer		\$500.00	

	On Premises Only	Off Premises Only	Both On and Off Premises
Beer	\$20.00	\$20.00	\$40.00
Wine	\$20.00	\$20.00	\$40.00

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% or \$2.00 (whichever is greater) **late filing fee** for applications received after March 1st. There is a 10% or \$2.00 (whichever is greater) **late payment penalty** assessed for all payments received after March 1st.*