



Petersburg, Virginia
 Brittany C. Flowers
 COMMISSIONER OF THE REVENUE
 144 N Sycamore St • Petersburg, VA
 23803
 Phone: 804.733.2315
 Fax: 804.863.2790

COMMISSIONER'S OFFICE USE ONLY	
<input type="checkbox"/> Contractors Affidavit	<input type="checkbox"/>
Professional License	
<input type="checkbox"/> Workers Comp	<input type="checkbox"/> Health
Certificate	
<input type="checkbox"/> Tradesman	<input type="checkbox"/> Tax Return
Schedule	
<input type="checkbox"/> Contractor License	
Initials _____	

Account #
 Tax Year:
 2020

CITY OF PETERSBURG BUSINESS LICENSE ASSESSMENT

This Assessment is valid ONLY for this locality with the exception of Contractors:

- Enter your "gross receipts" for last year's income as the basis for determine your license fee. Gross receipts entered on your business license should equal the gross entered on your IRS **form 1040, Schedule C, or form 1120**, which is used to file your income tax. Zero is not an acceptable figure of gross receipts, unless that is the figure used for tax purposes. Business License renewals must be filed by **March 1st**.
- The filing of Business Tangible Personal Property and for Machinery & Tools is filed **ANNUALLY** on or **before March 31st**.
- The completion of this Business License Assessment does not constitute approval to conduct business, compliance of State & Local regulations are mandatory. Lacking proof of Business Gross Receipts is not a valid reason for filing late and is required to be submitted.
- **Effective December 2016:** Contractors must complete Form 61A, the Contractor's Certification of Insuring Liability for Worker's Compensation online at www.workcomp.virginia.gov : A copy of your certification letter is required at renewal to ensure compliance.
- **CLOSED/MOVED BUSINESS:** If you closed or moved your business prior to Jan 1 of current tax filing period, indicate status by choosing one of the following: **Closed** **Moved** (**address of new location required**) **Date:** _____ **sign below and return.**

Type of License* (see OATH below)	Code	Actual Gross Receipts Jan 1 - Dec 31	Total Tax or Fee
			\$
Adjustment			\$
*LATE FILING PENALTY APPLIES IF FILED AFTER MARCH 1ST			\$
10% Late Filing Penalty			
Make check payable to : City of Petersburg Mail to: Commissioner of the Revenue 144 N Sycamore St., Petersburg VA 23803		TOTAL AMOUNT DUE	\$

It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

OATH: * By submitting this Assessment, I the undersigned do swear or affirm under penalty of perjury that (1) I agree with the description of the "Type of License" and understand the limits of this Business License, (2) I must notify the office of the Commissioner of the Revenue if this business activity changes in any way or relocates, (3) the figures and statements herein are true, complete, and correct to the best of my knowledge and belief, (4) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign, and (5) furthermore, as the applicant I accept the responsibility of confirming with the City's Planning Department that the location listed above is properly zoned for the licensable activities being conducted there.

 Signature of person who is authorized and filed
 Date

 Print Name and Title

Email Address: _____

Daytime Telephone No.: _____

Federal ID # _____

NOTICE OF RIGHT OF APPEAL AND PROCEDURES

Any person assessed with a local license tax as a result of an appealable event has the right to file an administrative appeal of the assessment. The appeal must be: (1) filed within one year from the last day of the tax year for which such assessment is made, or within one year from the date of the appealable event, whichever is later, and (2) sent to—Commissioner of the Revenue, 144 N Sycamore St. Petersburg, VA 23803. For more info, including specific appeal procedures, required content, etc., go to www.petersburgva.org or VA Code § 58.1-3703.1 *et seq.*