

# 2024 Business License Application

- Renewal Application
- New Business
- Ceased Operations as of: \_\_\_\_\_



## Town of Round Hill

P.O. Box 36  
23 Main St.  
Round Hill, VA 20142  
540-338-7878

**DUE: Renewals due on or before March 15, 2024**

**NOTE: Late filings are subject to 10% penalty fees**

### 1. BUSINESS INFORMATION

Legal Name	
Trade/DBA Name	
Mailing Address	
Physical Address	

Is this a Lease?  YES  NO If Yes, Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Business	SSN# or FEIN#	ON FILE
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### 2. BUSINESS OWNER INFORMATION

Owner's Name	
Phone #	
Email Address	

Type of Ownership:  Sole Proprietor       Partnership       LLC       Corporation       Other

Home-Based Business?  YES  NO Home Occupation Permit?  Attached  On File  N/A

**3. CERTIFICATION: I hereby certify that the statements and figures herein given are true, full, and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

<b>4. Tax Calculation</b> (SEE INSTRUCTIONS ON NEXT PAGE)	
1.	Ordinance Section
2.	2023 Actual Gross Receipts
3.	Tax Rate
4.	Tax Amount
5.	Penalty (with Interest)
6.	Total Amount Due

**ALL DELINQUENT BUSINESS LICENSES & PERSONAL PROPERTY TAXES MUST BE PAID BEFORE A LICENSE CAN BE ISSUED.**

#### FOR FINANCE DEPARTMENT USE ONLY

Received on: \_\_\_\_\_ License No. \_\_\_\_\_  
Amount Paid: \$ \_\_\_\_\_ Check No. \_\_\_\_\_  
Ordinance Section: \_\_\_\_\_ PP Taxes Paid:  YES  NO  
Tax Calculation Verified By: \_\_\_\_\_  
\_\_\_\_\_  
Treasurer Signature Date

#### FOR ZONING DEPARTMENT USE ONLY (FOR NEW APPLICATIONS)

Zoning Approval: This applicant has received an approved Zoning Permit to operate this business in the Town of Round Hill.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

Fee paid: \$ \_\_\_\_\_ Zoning District: \_\_\_\_\_ Occupancy Permit: \_\_\_\_\_ Change of Use: \_\_\_\_\_

**TOWN OF ROUND HILL BUSINESS, PROFESSIONAL, AND OCCUPATIONAL LICENSE TAX  
LICENSE CATEGORIES AND TAX RATE SCHEDULE**

The following schedule is used to compute the Town of Round Hill Business, Professional, and Occupational License Tax. Please refer to Chapter 21 – Taxation & Licenses (Generally) of the Town Code for more information.

Ordinance Section	Minimum Fee (Up to \$25K)	Tax Rate per \$100 of Gross Receipts (\$25K and above)
21.21 Amusements	\$500 per event	
21.23 Business Service Occupations	\$30.00	0.24
21.24 Personal Service Occupations	\$30.00	0.24
21.25 Contractors and Contracting (Principal Office <u>in</u> Town of Round Hill)	\$30.00	0.16
21.25 Contractors and Contracting (Principal Office <u>Outside</u> Town of Round Hill)	\$0.00	0.16
21.26 Hotels, Motels, etc.	\$30.00	0.24
21.27 Professionals, Specialized Occupations and Businesses	\$30.00	0.24
21.28 Rental by Owner	\$30.00	0.16
21.29 Repair Service Occupations	\$30.00	0.16
21.30 Retail Merchants	\$30.00	0.16
21.32 Wholesale Merchants	\$30.00	0.05
21.34 Money Lending	\$30.00	0.16
21.36 Merchants Placing Vending Machines	\$50 per machine	
21.37 Fortune Tellers, Solicitors, etc.	\$500 annually	
21.39.1 Restaurants	\$30.00	0.24
21.39.1 Rental Company	\$30.00	0.16
21.39.3 Vendors/Craftsmen selling at limited community events	\$10.00 per day	

**CONTRACTORS: All Contractors must provide the following:**

- 1) Workers Comp form VWC-61A.
- 2) Copy of valid Virginia contractor's license.
- 3) A list of all subcontractors (business name, address, phone number, and contact name/email).

**Contractor Receipts should be reported as follows:**

- **Principal Office in Town of Round Hill:** Taxes are calculated on 2023 gross receipts for work done in the Town of Round Hill and all other jurisdictions where a license fee is not charged.
- **Principal Office Outside the Town of Round Hill:** There is no fee for annual gross receipts less than \$25,000 for work performed in the Town of Round Hill corporate limits, if paid in the contractor's principal place of business in Virginia; however, contractors are still required to obtain a business license with the Town. If receipts exceed \$25,000 for work performed in the Town of Round Hill corporate limits, then taxes are calculated on gross receipts for work done in the Town.
- **Multi-Year Projects:** For license purposes, contractors should provide estimated gross receipts for each year of the project. An adjustment calculation will be made during the last year of the project.

**MERCHANTS:** Deduct sales/use tax and gasoline tax when reporting gross receipts.

**WHOLESALEERS:** Use gross purchases in the space provided for gross receipts.