



# 2019 TOWN OF ROUND HILL

## BUSINESS LICENSE APPLICATION

P.O. Box 36, 23 Main St., Round Hill, VA 20142-0036

540-338-7878; Fax 540-338-1680

Email: [treasurer@roundhillva.org](mailto:treasurer@roundhillva.org)

### Check the appropriate box:

- New Business (1<sup>st</sup> Application)
- Renewal Application
- Ceased Operation in Round Hill  
Ceased Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Trade/DBA Name: \_\_\_\_\_

Town Ordinance Category (Type of Business): \_\_\_\_\_

Current physical in-town location of business (OR for Contractors provide job site location in Round Hill):

\_\_\_\_\_

Business Mailing Address (if different than above) \_\_\_\_\_

Type of Ownership: \_\_\_ Sole Proprietor \_\_\_ Partnership \_\_\_ LLC \_\_\_ Corporation \_\_\_ Other

Federal ID Number: \_\_\_\_\_ Owner Social Security Number: \_\_\_\_\_

Business Start Date in Round Hill: \_\_\_\_\_ # of Employees at Round Hill location: \_\_\_\_\_

Business Owner Name(s): \_\_\_\_\_

Home Address of Owner(s): \_\_\_\_\_

Owner Cell #: \_\_\_\_\_ Owner Home #: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Home-based business in Round Hill? \_\_\_ Yes \_\_\_ No Lease the Round Hill Business location? \_\_\_ Yes \_\_\_ No

If yes, please provide Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Tax Calculation

(SEE INSTRUCTIONS ON NEXT PAGE)

1.	Ordinance Section	
2.	2018 Actual Gross Receipts	
3.	Tax Rate	
4.	Tax Amount	
5.	Penalty (with Interest)	
6.	Total Amount Due	

**Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Account No: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Business License No: \_\_\_\_\_

Ordinance Section: \_\_\_\_\_

## Instructions for Completion of BPOL Tax Renewal Application

All parts of this license application may not apply to your business. Please complete all pertinent information as completely as possible. Check all pre-printed information for accuracy & completeness; correct where necessary.

**Date Business Ceased in Round Hill** – In top corner, note the date your business closed or moved and include your new mailing address. You may be entitled to a refund or there may be a final amount due to the Town.

**Gross receipts** - The term “gross receipts” means the whole, entire, total receipts of money or other consideration given by a customer, as a result of transactions with others which are derived from the exercise of the license privilege to engage in a business or profession, without deduction or exclusion, except as provided by law. Such exclusions include but are not limited to sales tax, excise tax, use tax and gasoline tax levied by the Federal Government.

**1. Category Name.** Enter the category of each type of business you operate (listed at the top of the form). See the Attached License Categories and Rates sheet for a list of categories.

**2. Actual Gross Receipts.** Enter your actual gross receipts for 2018. You may be entitled to a refund or there may be a final amount due to the Town.

**\*\* All Contractors must provide the following:** (1) Workers Comp form VWC-61A (2) copy of valid VA contractor’s license and (3) Round Hill subcontractor’s list form

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

**Principal Office in Town of Round Hill:** Taxes are calculated on 2018 gross receipts for work done in Round Hill and all other jurisdictions where a license fee is not charged. You must provide breakdown of all gross receipts by jurisdiction with renewal.

**Principal Office Outside of Round Hill:** There is no fee for annual gross receipts less than \$25,000 but are still required to register with the Town. If gross receipts exceed \$25,000, taxes are calculated on gross receipts for all work done in Round Hill.

**\*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.

**3. Tax Rate.** Enter the tax rate that applies to your category of license. Some licenses require a combination of gross receipt taxes and flat taxes (example: coin-operated amusements). See the Attached License Categories and Rates sheet.

**4. Tax Amount.** Divide Line 2 by 100 then multiply by line 3 and enter result on this line.

**5. Penalty (plus Interest).** Renewal applications must be filed by the filing deadline shown on the front page. Failure to do so will result in a late filing penalty of 10% of the license fee or a \$5.00 minimum. You may send payment with the application or you may be billed. All payments must be received by the payment deadline shown on the front page. Payment after the deadline will result in interest of 8% from the due date to the date paid.

**6. Total Amount Due.** Add lines 4 & 5 and enter here. Checks are payable to Town of Round Hill

### NOTES:

- 1) Be sure to check with the Planning & Zoning Department for proper forms and approval prior to doing business in the town. No business license will be issued until zoning applications are approved by the Town Planning & Zoning Department.
- 2) New application must be filed and approved before opening business.
- 3) **MERCHANTS:** Deduct sales/use tax and gasoline tax when reporting gross receipts.
- 4) **CONTRACTORS:** If based in Round Hill and licensed elsewhere, attach a list of localities and the amount of last year's gross receipts for each. Show total gross receipts for the year on the application and credit will be given for receipts taxed elsewhere when license fee is computed. There is not tax on contractors with gross receipts less than \$25,000, however, a license is required.
- 5) **WHOLESALEERS:** Use gross purchases in the space provided for gross receipts.

NOTE: THIS LICENSE DOES NOT EXPIRE AUTOMATICALLY. IT IS THE RESPONSIBILITY OF EACH LICENSEE TO NOTIFY THIS OFFICE IN WRITING AT THE TIME OF THE DISSOLUTION OF A BUSINESS OR WHEN ANY CHANGES ARE MADE IN THE STRUCTURE OF THE BUSINESS. FAILURE TO DO SO MAY RESULT IN BILLING BEING MADE FOR A LICENSE NO LONGER REQUIRED

**LICENSE CATEGORIES AND TAX RATE SCHEDULE (See Next Page)**

## LICENSE CATEGORIES AND TAX RATE SCHEDULE

The following schedule is used to compute tax (license fee). Please make checks payable to the Town of Round Hill.

Ordinance Section			Minimum Fee	Tax Rate per \$100 of Gross Receipts
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		\$ 30.00	0.16
21.26	Hotels, motels, etc.		\$ 30.00	0.24
21.27	Professional, Specialized Occupations and Business		\$ 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
21.39.2	Rental Company		\$ 30.00	0.16
21.39.3	Vendors/Craftsmen Selling @ Limited Community Events			\$10.00 per day per event

- Most businesses, including home-based businesses, operating in the Town of Round Hill are required to have a Business License. Business Licenses are valid for one calendar year (Jan 1 - Dec 31) and must be renewed each year.
- When receiving a new license, the business will pay the license tax for that year, based on the estimated gross receipts the business expects to receive through the end of the year.
- When renewing the license for the first time, the business will reconcile the estimated gross receipts with the actual gross receipts for the previous year. This reconciliation may result in additional taxes due or excess taxes paid. If excess taxes were paid, the business can choose to receive a refund or apply the excess to the next year's taxes.
- All subsequent renewals will be based on the prior year's gross receipts.