

# Town of Richlands, Virginia

200 Washington Square  
Richlands, VA 24641

Phone : (276) 964-2566 : Fax : (276) 963-2889

ID # - \_\_\_\_\_  
S.S.# - \_\_\_\_\_

## APPLICATION FOR BUSINESS LICENSE

APPLICANT \_\_\_\_\_

**NOTE: It is a Class 1 Misdemeanor for any person to willfully subscribe a return which he/she does not believe to be true and correct as to every material matter. (Code of VA., Sec. 58.1-11)**

Location of business, occupation or profession : \_\_\_\_\_  
Mailing address of applicant (individual) : \_\_\_\_\_  
Applicant is :  Individual  Firm/Partnership  Corporation  
Contact Person Name : \_\_\_\_\_  
Contact Person Phone : \_\_\_\_\_  
Contact Person Fax : \_\_\_\_\_

Corporations :  Virginia  Foreign

**Nature of Business, Occupation or Profession - (Retail Merchant; Wholesale Merchant; Contractor; Retail Peddler; Wholesale Peddler; Itinerant Merchant; Telephone Company; Savings & Loan Association; Financial Services; Real Estate Services; Professional Services; Repair; Personal & Business Services; Direct Seller; Commission Merchant; Photographer; Fortune Teller/Palmist; Massage/Tattoo Parlor; Pawnbroker; Amusement Maching Operator)**

*Any merchant that started business after the beginning of the 20\_\_\_\_ license year, will need to submit gross receipts data from the time the business opened until December 31, 20\_\_\_\_. An adjustment on your 20\_\_\_\_ business license may need to be made once this data is submitted. If the tax due to the Town is more than the initial (\$30.00) thirty dollars license fee the difference must be paid. The Town will also prorate the amount due for 20\_\_\_\_ business license year, which will be due and payable.*

## LICENSE

I, the Commissioner for the Town of Richlands, Virginia, do find the foregoing application in due form.  
THEREFORE, License is this day granted \_\_\_\_\_ to prosecute the  
business, occupation or profession of \_\_\_\_\_ at the following  
named definite house or place in town, to-wit: \_\_\_\_\_ for the  
period beginning **January 1st, 20\_\_\_\_\_**, and expiring **December 31st, 20\_\_\_\_\_**.

Tax Computed and Assessed \$ \_\_\_\_\_

Date Issued: \_\_\_\_\_  
\_\_\_\_\_  
Commissioner of the Revenue

**CALCULATE BUSINESS TAX DUE:**

1. Enter 20\_\_\_\_\_ gross receipts in box.
2. Divide gross receipts in box (1) by 100 (except Telephone Companies).

3. Multiply amount in column (2) by applicable rate.
4. Enter calculated tax in box
5. Tax payable to TOWN OF RICHLANDS.

Type of Business	20_____ (1) *Gross Receipts*	(2) Divide box (1) by 100	(3) Rate Per \$100 of Gross Receipts or Flat Fee	(4) Calculated Tax
Contractors			\$0.16	
Retail Merchants			\$0.20	
***Telephone Company***			\$0.005	
**Financial Service, Real Estate and Professional Services**			SEE BELOW	
Retail Peddler Merchants	N/A	N/A	\$250.00	
Pawnbroker	N/A	N/A	\$750.00	
Personal Service			\$0.20	
Business Service			\$0.20	
****Motor Vehicle Dealers****			SEE BELOW	
Repair			\$0.20	
Wholesale			\$0.05	

*All other Business Types (not listed above) please contact our office at (276)-964-2566 for rate information.*

\*As defined in Town of Richlands Code Section 10-2 "gross receipts" means the whole entire, total receipts attributable to the licensed privilege, without deduction, except as may be limited by the provisions of Chapter 37 of Title 58.1 of the Code of Virginia and is outlined in Section 10-10 of the Code of the Town of Richlands.\*

\*\*For financial, real estate and professional service, (\$.30) thirty cents per hundred dollars of gross receipts on the first fifty thousand dollars of gross receipts; (\$.25) twenty-five cents per one hundred dollars of gross receipts between fifty thousand dollars and one hundred thousand dollars; and (\$.20) twenty cents per one hundred dollars of gross receipts in excess of one hundred thousand dollars.\*\*

\*\*\*For telephone companies, the rate is one-half of one percent (.005) of the annual gross receipts accruing from sales to the ultimate consumer in the Town of Richlands. Charges for long distance telephone calls and amounts paid to the United States, the Commonwealth of Virginia, or the County of Tazewell for retail sales or use taxes shall not be included in gross receipts for purpose of license taxation.\*\*\*

\*\*\*\*A motor vehicle dealer may separately state the amount of license tax applicable to each sale of motor vehicle and add such tax to the sales price of the motor vehicle. The failure of such dealer to recover the tax from the purchaser shall not relieve such dealer from the obligation to pay the tax to the town. Notwithstanding the foregoing provisions, a new and/or used car dealer shall pay a license tax, at rate of \$.20 per \$100.00 of gross receipts to be measured by three-fourths (3/4) of the amount of sales made by him or it during the next preceding year.\*\*\*\*

Every \_\_\_\_\_ must submit to the Town of Richlands no later than **March 1, 20\_\_\_\_\_**, an application for the current year license (application is enclosed). The tax shall be paid with the application and is based on the calendar year 20\_\_\_\_\_ gross receipts. Tax rate is outlined above.

Please complete your portion of the application and return with payment to the Town Hall, 200 Washington Square, Richlands, VA 24641. The finance office will process your application and will forward your 20\_\_\_\_\_ Business License. Failure to file an application with payment by March 1, 20\_\_\_\_\_ may result in a penalty of ten percent. A complete copy of the Town's Ordinance is available for review at the Town Hall. If you have any additional questions or require assistance, please call (276)-964-2566.

***If you have any questions, please contact the Town Office at (276) 964-2566***

***APPLICANT CERTIFICATION : Unsigned applications will not be processed.***

*I (we) do hereby certify that the information given and amount(s) reported as gross receipts from this business or profession as reported herein is true and correct, and that I am familiar with the town ordinance for penalties and revocation of my (our) license for making fraudulent statements in the application.*

Print Name : \_\_\_\_\_ Title : \_\_\_\_\_

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