



City of Richmond, Virginia
 Division of Collections
 900 East Broad Street, Room 102
 P.O. Box 26505
 Richmond, VA 23261-6505

RENEWAL APPLICATION FOR CITY OF RICHMOND BUSINESS LICENSE FORM
 BLR-21
LICENSE YEAR 2021

Account # _____

IMPORTANT TAXNOTICE:

Section 26-892, Code of the City of Richmond, has been amended, effective January 1, 2019 all Business License payments will be due March 1, 2021. **Effective January 1, 2019, installment payments for Business Licenses were discontinued.** Effective January 1, 2019 **both** Business License and Business Tangible Personal Property Renewal forms must be filed on or before March 1, 2021.

APPLICANT NAME AND MAILING ADDRESS:

TELEPHONE:	FAX:
EMAIL ADDRESS:	
EMPLOYER NO. OR S.S. NO.:	
RICHMOND CITY BUSINESS ADDRESS:	
COMPANY:	
TRADE NAME:	
PRESIDENT:	
REGISTERED AGENT:	
NO./STREET:	
CITY/STATE/ZIP:	
TELEPHONE:	

<ul style="list-style-type: none"> Type or print only. Provide complete information. Sign in the space provided at the bottom of the application. Return with check payable to "City of Richmond". A 2021 Business License will be returned to you. For assistance call (804) 646-7000. For information or forms, visit our website at www.richmondgov.com 	<p>INSTRUCTIONS:</p>
<ul style="list-style-type: none"> Up to 10% penalty will be added (subject to a minimum penalty) if payment is not postmarked or received by the Department of Finance on or before March 1, 2021. Your business must be properly zoned before you may begin operating (Zoning phone no. (804) 646-6340). All trade / assumed names must be registered with the State Corporation Commission before the license can be issued (Clerk's phone no. (804) 371-9733). If gross receipts for 2020 were \$100,000 or more, please see reverse. You will receive a separate renewal form for each line of business or charge on your account (i.e. Restaurant, Beer & Wine and Mixed Beverage will produce 3 renewal forms). 	<p>IMPORTANT — PLEASE READ:</p>

2020 – BEGINNERS TAX ADJUSTMENT – 2020
 ONLY COMPLETE TAX ADJUSTMENT SECTION IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2019

Account Number: _____

BUSINESS TYPE DESCRIPTION	2020 ACTUAL GROSS RECEIPTS	TAX RATE	2020 TAX DUE [A]	2020 TAX PAID [B]	TAX DUE / (REFUND) (Subtract [A] from [B] = [C])
	.00 X		=		
			[A]	[B]	[C]

DATE BEGAN BUSINESS IN RICHMOND: MM DD YY	CERT OF OCCUPANCY NUMBER:
DATE CEASED BUSINESS IN RICHMOND: MM DD YY	CHECK ONE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PART. <input type="checkbox"/> CORP. <input type="checkbox"/> LLC
SSN OR FED ID#: _____	VA SALES TAX #: _____
LICENSE PREPARER OTHER THAN LICENSEE: _____	TELEPHONE #: () -
	FAX #: () -

2021 – CITY OF RICHMOND – 2021
 BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE

Account Number: _____

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2020 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
				.00 X		=
						[D]
LICENSEE:					BEGINNERS ADJUSTMENT	[C]
					PENALTY	
					INTEREST	
					TOTAL TAXES DUE	[C]+[D]
					AMOUNT PAID ↻	

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE. BUSINESS LICENSE RECEIPTS ARE SUBJECT TO AUDIT.

Date _____ Phone _____ Printed Name _____ Signature (Required) _____

RENEWAL BUSINESS LICENSE APPLICATION 2021

CITY LICENSE RATES WHEN TAX BASE EXCEEDS \$99,999 (Exception: Businesses that are subject to the flat tax.)			
Professional	\$.58 per \$100 of gross receipts	Peddler/Sidewalk Vendor	\$300 Flat Tax
Personal Services	\$.36 per \$100 of gross receipts	Restaurant	\$.36 per \$100 of gross receipts
Retail Merchant	\$.20 per \$100 of gross receipts	Repair Services	\$.36 per \$100 of gross receipts
Wholesale Merchant	\$.22 per \$100 of purchases	Itinerant Merchant	\$500 Flat Tax
Contractor	\$.19 per \$100 of gross receipts	Beer & Wine	\$75 Flat Tax
		Mixed Beverage Seating	1-100 = \$200 101-150 = \$350 Over 150 = \$500

GENERAL INFORMATION

- ❖ **License Fee:** Businesses with gross receipts greater than or equal to \$5,000, but less than \$100,000, pay only the \$30 license fee. Businesses with receipts less than \$5,000 pay no fee.
- ❖ **BPOL Guidelines:** Revised BPOL guidelines may be obtained by contacting the Virginia Department of Taxation at (804) 440-2541 or on the Internet at www.tax.virginia.gov.
- ❖ **Contractors:** Virginia law requires all contractors to provide written certification of their compliance with the Virginia Workers' Compensation Act prior to the issuance or renewal of their business license. A copy of the certification form may be obtained by contacting the Insurance Department of the Virginia Compensation Commission at (877) 664-2566; or, a copy may also be obtained at www.workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a.
- ❖ **Failure to Obtain a License:** Criminal offense, punishable by fine, imprisonment and/or business closure.
- ❖ **Signature:** Required. Your signature indicates you are aware of all the applicable obligations associated with this license, including Personal Property Taxes and Zoning Requirements.
- ❖ **Business Changes:** Contact the City of Richmond at 311, locally; (804) 646-7000 out of town, Monday – Friday 8:00 AM-5:00PM or E-mail fin-bppts@richmondgov.com to report any changes in name, address, or classification. If your businesses moves within the City of Richmond, you must contact zoning to ensure compliance.
- ❖ **Errors & Omissions:** Should any information contained in this package differ from existing City Ordinances, the current Ordinances as enacted by Richmond City Council shall prevail.

DUE DATE CALENDAR

- January 14 Real Estate Taxes – 1st Half Payment Due
- March 1 Business License Renewal Application and Payment Due
- March 1 Business Personal Property and Machinery & Tools Returns Due
- March 31 Tax Relief Application and Renewal Due
- June 1 Bank Franchise Tax Payment Due
- June 7 Property Taxes (Personal, Business, Machinery & Tools) Payment Due
- June 14 Real Estate Taxes – 2nd Half Payment Due
- June 15 Public Service Corporation Taxes Payment Due
- December 31 Workers' Compensation Certification Due (for 2021 tax year)

- 15th of Every Month Consumer Utility Taxes – Due the Second Month Following Collection
- 20th of Every Month Admissions, Lodging, Meals Taxes – Due the Month Following Collection
- 15th of Every April, July, October, & January Daily Rental Taxes Payment Due

In the event a due date falls on a weekend or a federal holiday, the tax may be paid on the next business day without penalty.

Mailing Address Correction:

Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

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