



# CITY OF FAIRFAX

WILLIAM PAGE JOHNSON, II

Commissioner of the Revenue

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## 2024 BUSINESS LICENSE APPLICATION DUE WITHIN 30 DAYS OF STARTING BUSINESS

DATE BUSINESS BEGAN	LICENSE NUMBER	FEDERAL I.D. OR SOCIAL SECURITY NO.

APPLICANT'S NAME \_\_\_\_\_ INDIVIDUAL  CORPORATION

TRADE NAME (if any) \_\_\_\_\_ PARTNERSHIP  ASSOCIATION

MAILING ADDRESS \_\_\_\_\_ BUS. TEL. NO. \_\_\_\_\_

CITY / STATE / ZIP CODE \_\_\_\_\_ BUS. FAX NO. \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_ E-MAIL \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

DO YOU RENT OR LEASE THESE BUSINESS PREMISES?  YES  NO

(IF YES, FURNISH NAME AND ADDRESS OF LANDLORD OR LESSOR.) ►

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

AMOUNT OF ANNUAL RENT \$ \_\_\_\_\_ CITY / STATE / ZIP CODE \_\_\_\_\_

LINE	SERVICE DESCRIPTION	INSTRUCTIONS	GROSS RECEIPTS COLUMN A	TAX RATE COLUMN B	TOTAL TAX COLUMN C
<b>1</b>		Enter estimated 2024 Gross Receipts on Line 1 Column A. Enter rate (see schedule) on Line 1 Column B. Multiply Line 1 Column A by Line 1 Column B and enter result on Line 1 Column C.			
<b>2</b>		For License based on Flat Rate (see schedule) enter on Line 2 Column C.			
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

<p><b>OATH:</b> I, THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM) THAT THE FOREGOING FIGURES AND STATEMENTS ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>	<b>SUBTOTAL:</b>	
	<b>PENALTY:</b>	
	<b>INTEREST:</b>	
	<b>TOTAL AMOUNT DUE:</b>	
<p>SIGNATURE OF APPLICANT _____ DATE _____</p> <p>PRINT OR TYPE NAME AND TITLE OF PERSON SIGNING _____ PHONE NUMBER _____</p>	<p><b>* YOU MUST REPORT GROSS RECEIPTS *</b> <b>MAKE CHECK PAYABLE TO: TREASURER, CITY OF FAIRFAX</b></p>	

**GENERAL INSTRUCTIONS FOR FILING THE BUSINESS LICENSE APPLICATION**  
**PLEASE READ THE ENTIRE PAGE BEFORE FILLING OUT**

**Completion of Forms**

All information requested on the tax form is important to the proper and equitable assessment of the tax involved. Therefore, it is required that each tax form be fully completed.

**Corporations**

If your Business is a corporation, a copy of the most recent **Annual Report** filed with the Virginia State Corporation Commission is **required**. If your business is a new corporation a copy of your **Certificate of Incorporation** filed with the Virginia State Corporation Commission is **required**.

**Allowable Deductions from Gross Receipts**

- Gas Station's State, Federal and Metro Excise **Taxes**
- Automobile Dealer **trade-ins**
- Contractor's gross receipts paid to **other localities**

**SPECIAL NOTICE TO BUSINESSES WITH GROSS RECEIPTS OF LESS THAN \$50,000 PER YEAR**

**Section 14-33** of the City of Fairfax Business License Ordinance has been amended to read:

*"No license tax shall be imposed on any person whose **gross receipts** are less than **\$10,000** for the immediately preceding year from a business, profession or occupation subject to licensure.*

*A license tax shall be the **lesser of \$30.00** per year or the license tax computed on any person whose gross receipts are between **\$10,001 and \$50,000** for the immediately preceding year from a business, profession or occupation subject to licensure."*

Please note, **Sec. 14-35** requires "An application for a license **must be filed** in accordance with this chapter **regardless** whether a license tax is due or the license tax is not applicable to a business, profession or occupation."

**Filing and Payment DEADLINES and PENALTIES**

**Business License Application Forms are due with payment on March 1<sup>st</sup> or within 30 days of starting business.**

A penalty of **ten percent (10%)** of the License Tax will be imposed upon the failure to file an application or the failure to pay the tax by the due date. **Interest** shall be charged on the late payment of the tax from the due date until the date paid at a rate established pursuant to Section 6621 of the Internal Revenue Code of 1954, as amended.

**TAX DEADLINES ARE STRICTLY OBSERVED AND PENALTIES ARE ENFORCED.** Therefore, please file and pay your business license renewal **timely to avoid penalties**. The filing date on mailed application will be the postal postmark thereon.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMISSIONER OF THE REVENUE'S OFFICE AT (703) 385-7880.**