



**JoAnne Harris**  
 Commissioner of the Revenue  
 COUNTY OF GLOUCESTER, VIRGINIA  
**GLOUCESTER COUNTY**  
**BUSINESS LICENSE**

**2024**

6489 Main Street  
 Gloucester, VA 23061  
 www.gloucesterva.info

**MUST FILE AND PAY ALL  
 TAXES DUE BY MARCH 1, 2024**

**ANNUAL RENEWAL APPLICATION**

(804) 693-1319 or (804) 693-3451  
 FAX: (804) 824-2467

ACCOUNT #		FEDERAL ID #		SOCIAL SECURITY #	
Name: _____			TRADE NAME		
Mailing address _____			PHYSICAL ADDRESS		
			CONTACT		
PHONE		DATE ESTABLISHED		LICENSE #	APPLICANT IS: <b>(CIRCLE ONE)</b>
FIC NAME SATISFIED		ZONING APPROVED		WORKERS COMP.	INDIVIDUAL PARTNERSHIP CORPORATION LIMITED LIABILITY

**TYPE OF LICENSE:**

1.	Actual <b>gross receipts</b> for the period January 1 - December 31, 2023. <b>If the date established was after January 1, 2023- See Worksheet 1 on back page.</b> * Contractors see back of form for worksheet	<b>(1) \$</b>
2.	If your gross receipts are \$10,000 or less annually, the minimum tax is \$10.00 If your gross receipts are more than \$10,000 but less than \$100,000 annually, the minimum tax is \$50.00.	<b>(2) \$</b>
3.	If Line 1 is \$100,000 or GREATER: Multiply line (1) times Tax Rate:	<b>(3) \$</b>
4.	Flat Fee:	<b>(4) \$</b>
5.	Prior Year Adjustment <b>If date established is between January 1, 2022 and December 31, 2023- See Worksheet 2 on back page</b>	<b>(5) \$</b>
6.	Total Tax Due - [Add Lines 2 or 3, 4, & 5]	<b>(6) \$</b>
7.	Penalty for Late Filing – <b>If filing after March 1, 2024</b> [10% of Line 6]	<b>(7) \$</b>
8.	Total Tax Due - [Add Lines 6 & 7]	<b>(8) \$</b>
9.	Penalty for Late Payment – <b>If filing after March 1, 2024</b> [10% of Line 8]	<b>(9) \$</b>
10.	<b>Interest – If filing after March 1, 2024</b> Annual rate of 10% [ADD Lines 8 & 9] and [Multiply result by .00833 for each month late]	<b>(10) \$</b>
11.	<b>Total Amount Due [Total Lines 8, 9 &amp; 10]</b> <b>CHECKS PAYABLE TO: TREASURER, COUNTY OF GLOUCESTER</b>	<b>( 1 1 ) \$</b>

**REQUIRED:** Provide a complete detail description of your business activity. \_\_\_\_\_

**THE COMPLETION AND ISSUANCE OF THIS APPLICATION FOR COUNTY BUSINESS LICENSE SHALL NOT BE DEEMED TO BE APPROVED TO CONDUCT THIS BUSINESS WITHOUT ZONING APPROVED FOR THIS LOCATION**

OATH, 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, AND THAT I UNDERSTAND THE LIMITS OF THIS LICENSE.

Authorized Signature and Title	Date	E-Mail Address
Contact Person (if different from above)	Phone #	Fax #

**Line 1 Worksheet 1 for business established after January 1, 2023:**

Actual gross receipts for 2023	\$	
Estimated gross receipts for 2024	\$	Use this figure for line 1

**Line 5 Worksheet 2 for prior year adjustment for business established after January 1, 2022:**

2023 Actual gross receipts	\$	If gross receipts are <b>under</b> \$10,000 enter \$10.00 If gross receipts are <b>greater</b> than \$10,000 but under \$100,000 enter \$50.00. If gross receipts are \$100,000 or more multiply by tax rate (line 3 front of form)	\$
2023 Estimated gross receipts	\$	If gross receipts are <b>under</b> \$10,000 enter \$10.00 If gross receipts are <b>greater</b> than \$10,000 but under \$100,000 enter \$50.00. If gross receipts are \$100,000 or more multiply by tax rate (line 3 front of form)	\$
		<b>Enter the difference on line 5</b>	\$

Copies of State Licenses are required for Contractors, Architects and professional engineers or a signed affidavit stating you are not required to obtain the license.

**CONTRACTORS**

Please provide this office with a list of sub-contractors that worked for you in Gloucester County during calendar year 2023. The list should include the name of the company, trade name, contact person, phone number, mailing address and the amount of the contract. Any additional information that you may provide would be helpful in ensuring that all sub-contractors were properly assessed for 2023 by Gloucester County.

**CONTRACTORS:** Use this form if you have obtained a business license in another city/county in 2023 on gross receipts of \$25,000 or greater. (2023 gross receipts are the basis for your 2024 Gloucester County business license tax.)

Gloucester County Contractors must report their entire amount of 2023 gross receipts on their 2024 Gloucester County business license. If a business license was obtained in another city/county, you must report the name of the city/county and the amount of 2023 gross receipts the license was based on in order to deduct the amount on your Gloucester County 2024 business license. You may use the charts below:

License based on this amount of 2023 gross receipts:	In the City/County of:
\$	
\$	
\$	
\$	
Total to Deduct: \$	

<b>Total 2023 Gross Receipts:</b>	\$
Amount to deduct (from chart above):	-\$
Adjusted gross receipts for Gloucester County 2024 Business License:	\$