

RENEWAL DEADLINE:	PAYMENT DUE:
March 1 (or first business day thereafter)	April 1 (or first business day thereafter)
NOTE: 10% Non-filing penalty charged after due date	NOTE: Non-payment penalty & interest charged after due date

FREDERICK COUNTY, VIRGINIA
 Tonya Sibert, Commissioner of the Revenue
 P.O. Box 552, Winchester VA 22604-0552

HEIDI LARGENT hlargent@fcva.us Phone: 540-722-8335
 AMBER LUCHT amber.lucht@fcva.us Fax: 540-667-6487
 Business Division www.fcva.us/biztax

2025- RENEWAL OF BUSINESS LICENSE
(For Contractors ONLY)
 Business License Account No. _____

** OFFICE USE ONLY **	
Date Received:	_____
Penalty: Y N	_____
Check No.:	_____ Amount _____
Difference:	_____
Penalty: Y N	Initials: _____

****In lieu of this form, you can file online at www.fcva.us/biztax, click "2024 Business License Renewal" button and follow the easy, user-friendly screens.****

Applicant(s):	Are you an out-of-jurisdiction contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade Name:	Federal EIN / SSN:	
Mailing Address:		
Business (Physical) Address:	Business Phone:	
Email Address:	Fax:	
Contact Person:	Contact Phone No.:	
If a mobile business that uses a DMV-tagged "item" (vehicle, trailer etc.), provide information for that item:		
Garage Location (County) During Non-Business Hrs:	Make:	Model:
Year:	VIN #:	License Plate #:
<input type="checkbox"/> Owned <input type="checkbox"/> Leased/Leasing Co.: _____		

INSTRUCTIONS

- **Business License Renewal DUE MARCH 1 (or first business day thereafter).** Failure to file by that date will result in a 10% non-filing penalty fee.
- **Renewal payment DUE APRIL 1 (or first business day thereafter).** Failure to pay by that date results in a non-payment penalty and interest fee. Payment can be made: online at www.fredtax.com OR at the Treasurer's Office (107 North Kent St) OR check made payable/sent to: Treasurer, PO Box 220, Winchester VA 22604.
- **NOTE:** Contractors will also need to provide additional information/documentation (**printable forms available at www.fcva.us/biztax**):
 - Workers Compensation Ins. form – see page 2 (State of VA requires annual filing even if no insurance required)
 - VA State Contractors License and VA Tradesmen License, if applicable (provide updated license numbers and expiration dates)
 - A Statement and Notarized Affidavit if not subject to licensure
 - A breakdown of Gross Receipts earned in other jurisdictions, if applicable
 - Copies of business licenses from other jurisdictions, if applicable
 - A list of subcontractors, if applicable
- A **Tangible Business Personal Property Return** for business equipment, tools and furnishings etc. (other than vehicles or trailers) owned as of January 1 is **DUE **March 1**/NEW DATE (or first business day thereafter)** on the applicable form (762B-Business Equipment, 762M-Manufacturing/M&T, and 762P-Processors).
- Completed Renewal and additional documents can be: mailed to address above, faxed to 540.667.6487, OR emailed to hlargent@fcva.us

Contractors operating for the FULL YEAR of 2024 (starting on or before January 1, 2024): Complete Boxes 1-2 and 10-12.			
2024 GROSS RECEIPTS	AMOUNT OF GROSS RECEIPTS	TAX / FEE	TAX / FEE
1	Under \$4000.00	\$0.00	2
	\$4,000.00 - \$14,999.99	\$30.00 fixed fee	
	\$15,000.00 - \$99,999.99	\$50.00 fixed fee	
	\$100,000.00 or more	Gross Receipts x \$.0016	

Contractors operating for the PARTIAL YEAR (starting after January 1, 2024) OR Out-of-Jurisdiction Contractors OR Contractors who provided an Estimate for 2024: Complete boxes 3-12.

2024 Actual Gross		2024 Estimated Gross		TAX / FEE (= Box 4 minus Box 6)
Receipts	Tax / Fee	Receipts	Tax / Fee	
3	4	5	6	7
OUT-OF-JURISDICTION CONTRACTORS MUST ESTIMATE A MINIMUM OF \$25,000.		2025 Estimated Gross Receipts		TAX / FEE
		8		9

ALL CONTRACTORS: Complete boxes 10-12 and Certification.

	SUBTOTAL (Box 2 OR Box 7 + Box 9)	10
	10% Late Filing Penalty AFTER MARCH 1	11
** For amounts due in excess of \$1000, please check the box if you want quarterly installments. <input type="checkbox"/>	TOTAL DUE	12

CERTIFICATION

The owner must sign and date this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. **It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code VA Sec. 58.1-11)**

I, the undersigned, do swear or affirm under penalty of perjury (1) that the figures and statements herein are true, complete, and correct to the best of my knowledge and belief, (2) that I understand the limits of this Business License, and (3) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.

Signature _____	Print Name _____	Title (Owner, President, etc.) _____	Email _____	Date _____
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