



**City of Staunton**  
**Commissioner of the Revenue**  
**116 West Beverley Street**  
**Post Office Box 4, Staunton, VA 24402-0004**  
**Telephone: (540)332-3829 Fax: (540) 851-4022**

**2012 Business License Application/Renewal**

OWNER OR  
 CORPORATION:  
 ADDRESS:

TRADE NAME:  
 ACCOUNT NUMBER:  
 PHONE:  
 FAX NUMBER:  
 EMAIL ADDRESS:

BUSINESS LICENSE CLASS:  
 BUSINESS LICENSE CLASS:  
 BUSINESS LICENSE CLASS:

**FILING AND PAYMENT DUE BEFORE MARCH 1, 2012**

A PENALTY OF 10% AND 10% INTEREST PER ANNUM WILL BE ASSESSED TO ANYONE FILING AFTER MARCH 1.

| (Multiply your gross receipts times the rate to get your tax due.)                                                                              |                                                                                                                                                                                                           | Actual 2011<br>Gross Receipts | x Rate  | Tax Due |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|---------|
| <b>Business Service</b>                                                                                                                         | \$0.36 per \$100 of gross receipts OR \$30 minimum                                                                                                                                                        |                               | x .0036 | = \$    |
| <b>Contractor</b>                                                                                                                               | \$0.16 per \$100 of gross receipts OR \$30 minimum<br>*Important: Contractors attach copies and paid licenses and amounts to other jurisdictions.<br>State Contractor License Number:<br>Expiration Date: |                               | x .0016 |         |
| <b>Retail</b>                                                                                                                                   | \$0.20 per \$100 of gross receipts OR \$30 minimum                                                                                                                                                        |                               | x .0020 |         |
| <b>Professional</b>                                                                                                                             | \$0.40 per \$100 of gross receipts OR \$30 minimum                                                                                                                                                        |                               | x .0040 |         |
| <b>Direct Seller</b>                                                                                                                            | \$0.20 per \$100 of gross receipts over \$4,000                                                                                                                                                           |                               | x .0020 |         |
| <b>Wholesale Merchant</b>                                                                                                                       | \$0-10,000 \$100<br>Gross Purchases \$10,001-50,000 \$100 + .50 per \$100 over \$10,000<br>\$50,001 or more \$300 + .12 per \$100 over \$50,000                                                           |                               |         |         |
| <b>Utility</b>                                                                                                                                  | \$0.50 per \$100 of gross receipts OR \$30 minimum                                                                                                                                                        |                               | x .0050 |         |
| ABC -- Beer On = \$100 Beer Off = \$100 Beer & Wine On = \$150<br>Beer & Wine Off = \$150 Mixed Beverage Caterer = \$500 Bed & Breakfast = \$40 |                                                                                                                                                                                                           |                               |         |         |
| Mixed Beverage Seating Capacity -- 1-100 = \$200 101-150 = #350 151+ = 500                                                                      |                                                                                                                                                                                                           |                               |         |         |

| Fuel Type      | Number of Gallons | Adjusted Rate | Dollar Amount Adjusted | Tax Rate  | Tax Credit |
|----------------|-------------------|---------------|------------------------|-----------|------------|
| Gasoline       |                   | x .359        |                        | x \$.0020 | ( )        |
| Diesel         |                   | x .419        |                        | x \$.0020 | ( )        |
| Clear Kerosene |                   | x .359        |                        | x \$.0020 | ( )        |

\*\*Above table only applies if you sell gasoline. \*\*

Enter Greater of Total Tax Due - (Total Tax Credit): \$ \_\_\_\_\_

**IF YOU ARE NO LONGER IN BUSINESS, GIVE DATE YOU CEASED TO OPERATE \_\_\_\_\_**

- If you were a new business in 2011, and your business license was based upon an estimated amount, and you exceeded that amount, you may receive a bill for an additional amount due for 2012. If your actual gross receipts were less than your estimate, you may be entitled to a credit to be applied to your 2012 business license. Please call us to help calculate your tax due or credit.
- **If you were a new business in 2011, you will need to ESTIMATE your gross receipts for 2012 here. \$ \_\_\_\_\_.**  
**The above table does not apply to your business. Your business license tax will be based on this estimated amount.**

**I, hereby, declare that the information submitted on this return is true, full, and correct to the best of my knowledge and belief.**

Print Contact Name \_\_\_\_\_

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