APPLICATION FOR TOWN OF VINTON BUSINESS LICENSE

TOWN OF VINTON
311 S. POLLARD STREET
VINTON, VA 24179

Do NOT return payment with this form.
You will be sent a bill for total tax due.

*These fields must be completed by applicant.

LICENSE NUMBER (Assigned by Town)	Federal ID or SSN Number *	Telephone *

* DATE BUSINESS WILL BEGIN (OR BEGAN) IN TOWN OF VINTON: / /

* TAX STATUS ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC ☐ OTHER LICENSEE

TRADE NAME *	GIVE A BRIEF DESCRIPTION OF YOUR BUSINESS *
LICENSEE *	
MAILING ADDRESS *	ADDRESS IN VINTON where your business will be conducted *
CITY, STATE, ZIP *	CITY, STATE, ZIP *

* Contractors VA State Registration Number _____	* Retailers VA Sales & Use Number _____
REGISTERED AGENT FOR CORPORATIONS	EMAIL ADDRESS
EMERGENCY CONTACT	PHONE NUMBER

IMPORTANT - PLEASE READ:

- 10% PENALTY WILL BE ADDED (SUBJECT TO A MINIMUM PENALTY OF $10.00) IF PAYMENT IS NOT POSTMARKED OR RECEIVED IN THE TREASURER OFFICE ON OR BEFORE **MARCH 1 OR DATE DUE.**
- YOUR BUSINESS MUST BE PROPERLY ZONED BEFORE YOU MAY BEGIN OPERATING. (ZONING PHONE NO.: (540) 983-0605)
- ALL TRADE / ASSUMED NAMES MUST BE REGISTERED WITH THE CLERK OF COURT PRIOR TO LICENSE BEING ISSUED.
- LIST ALL GROSS RECEIPTS FOR EACH CLASSIFICATION.

* CLASSIFICATION	GROSS RECEIPTS
RETAIL	
DIRECT SELLER	
BUSINESS SERVICE	
PROFESSIONAL	
FINANCIAL SERVICES	
WHOLESALE	
CONTRACTOR	
CIGARETTE SALES	

TOWN OF VINTON
Important Due Dates

January 1	Business License renewal applications mailed to businesses.
January 31	Business renewal application due back to Treasurer's Office for billing.
February 5	Business License bills mailed.
March 1	Business License payment due for current year.
	After March 1 a 10% penalty with $10.00 minimum applies per license.

WINE & BEER	ON OFF *(PLEASE CIRCLE)*	$25.00 FLAT TAX RATE EACH
MIXED BEV. SEATING	50 - 100 = $200.00 / 101 - 150 = $300.00 / 151 - 500 = $500.00	

SERVICE STATION / GALLONS (IF APPLICABLE)	
GASOLINE	gallons
DIESEL	gallons
KEROSENE	gallons

- ☐ PEDDLERS - *General* - $250.00 per person
- ☐ PEDDLERS - *Perishable* - $50.00 per person
- ☐ ITINERANT VENDOR - *General* - $500.00 per person
- ☐ ITINERANT VENDOR - *Perishable* - $250.00 per person

NUMBER OF COIN-OPERATED MACHINES IN VINTON: _____

* NUMBER OF EMPLOYEES: FT _____ PT _____
(Including self)

Meals Tax Form issued ☐

☐ Charitable Organizations must present copy of 1045 Letter from IRS.

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.

* _____ SIGNATURE _____ DATE

OFFICE USE ONLY
Entered By: _____
Date: _____
Decal Given ☐
Comments: _____
Business License Mailed ☐
Date: _____
Business License Picked up ☐
Date: _____
Initial: _____

EXISTING BUSINESS WHITE - TOWN OF VINTON CANARY - ROANOKE COUNTY PINK - CUSTOMER REV. 12/12

TOWN OF VINTON LICENSE RATES		
CLASSIFICATION	***RATES***	***MINIMUM BUSINESS LICENSE FEE***
RETAIL	$ .20 per $100.00 of gross receipts	$30.00 gross receipts 0 - $15,000.00
BUSINESS SERVICE	$ .30 per $100.00 of gross receipts	$30.00 gross receipts 0 - $10,000.00
PROFESSIONAL	$ .35 per $100.00 of gross receipts	$30.00 gross receipts 0 - $8,570.00
FINANCIAL SERVICES	$ .25 per $100.00 of gross receipts	$30.00 gross receipts 0 - $12,000.00
WHOLESALE	$ .05 per $100.00 of gross purchases	$30.00 gross purchases 0 - $60,000.00
CONTRACTOR	$ .16 per $100.00 of gross receipts	$30.00 gross receipts 0 - $18,750.00

NOTICE TO CONTRACTORS: Extract of Chapter 11, Title 54.1 of the Virginia State Code - Any contractor who undertakes to bid upon, accept, or offers to accept a single contract or project of $1,000 or more, must register with the State Board of Contractors.

Contractors must provide certificates of compliance with Worker's Compensation Regulations. (This amendment requires that no business license be issued-or reissued-to a contractor without proof of compliance with Chapter 8 of Title 65.2 of the Code of Virginia.)

Contractor Affirmation: (To be signed by all contractors not required to register with the State Board of Contractors.)

I do affirm that I have read the extract of Chapter 11, Title 54.1 of the Virginia State Code above and that I do not meet the requirements for registration.

SIGNATURE OF TAXPAYER (CONTRACTOR) ***DATE***

GENERAL INFORMATION

1. **LICENSE FEE:** Businesses with gross receipts less than $3000.00 are exempt from paying license fees.
2. **BPOL GUIDELINES:** The revised BPOL Guidelines issued by the Virginia Department of Taxation may be obtained by contacting the Department of Taxation at (804) 440-2541.
3. **CONTRACTORS:** Senate Bill 193, enacted by the 1998 General Assembly requires all contractors to provide written certification of their compliance with the Virginia Workers Compensation Act prior to issuance of their business license.
4. **FAILURE TO OBTAIN A LICENSE** is a criminal offense, punishable by fines, imprisonment and/or closure of business.
5. **SIGNATURE:** License applications must be signed to be valid. Your signature indicates you are aware of all applicable obligations associated with this license.
6. **BUSINESS CHANGES:** Please notify us of any changes in name, address or classification on the application.
7. **BUSINESS PERSONAL PROPERTY TAXES**: You will need to file for Business Personal Property or Machine & Tools Taxes to Roanoke County. To find out more information please contact Roanoke County, Commissioner of Revenue office at (540) 772-2046.
8. **PEDDLERS AND ITINERATE VENDORS** need background checks and police approval.