

Make Check Payable to
Treasurer – City of Martinsville

LICENSE YEAR

Beginning	Ending

CITY OF MARTINSVILLE, VIRGINIA
APPLICATION FOR CITY LICENSE

ALL APPLICATIONS DUE MARCH 1ST

MAIL to:
Ruth L. Easley
Commissioner of Revenue
P O Box 1222
Martinsville VA 24114-1222

Please read instructions on back before
completing this application. Return application
with required federal schedules for gross
receipts verification.

Phone: (276) 403-5133
Fax: (276) 403-5337

Applicant/Trade Name/Mailing Address

Local Street Address
Business Classifications/ Category Description

FIN/SS#	License #	Customer
Prop Id		
Business PH #		
Home PH#		

Individual /LLC Partnership/LLC Corporation/LLC Calendar Year Business or Fiscal Year Dates

Delinquent Taxes						Add Total Delinquent Taxes Due To Business License Tax Grand Total Below
Name of Tax	Taxes	Late Filing Penalty	Late Pmt Penalty	Interest	Total	
Business Personal Property						
Business License						
Meals Tax						
Total Delinquent taxes						

The City's business license ordinance section 11-30 (C) requires payments of all business license, business personal property, and meals tax before the current business license can be issued. PROOF OF PAYMENT REQUIRED.

PLEASE DECLARE TOTAL GROSS RECEIPTS FOR YOUR PRIOR TAX YEAR

- A. For businesses renewing their license declare gross receipts, or gross purchases if you are a wholesaler, from prior year here. Figures must be verified to Commissioner by Federal Schedule C, 1065, or 1120.
- B. For new businesses estimate gross receipts, or gross purchases if you are a wholesaler, for the current tax year. For business license renewals where the federal schedules are not complete estimate gross receipts for the prior tax year and declare year. Estimates are subject to update upon verification of required Federal Schedule C, 1065, or 1120. NEW BUSINESSES: Please note beginning date _____
- C. Less allowable deductions (must specify nature.)

\$
\$
\$

REMARKS:					OFFICE USE ONLY – UPDATE OF BUSINESS LICENSE				
Codes		Current Tax Year			Estimated Gross Receipts for May	Actual Gross Receipts From Tax Return	Excess Gross Receipts	Rate Per 100	Additional Tax
Bus/Cat	Class / Description	Gross Receipts	Rate Per 100	Current Year Tax					
Total Current Taxes					Total Additional Taxes				

Oath: I, the undersigned, do swear (or affirm) that the foregoing figures and statements are true, full and correct to the best of my knowledge and belief.

If no longer in business, please check box and give date business closed _____, sign and date below and return license application to Commissioner's office.

Current Year Taxes	_____
Update additional Tax	_____
Late Filing Penalty	_____
Late Payment Penalty	_____
Sub Total	_____
Interest	_____
Grand Totals	_____

Signature of Applicant and Title

Date

INSTRUCTIONS FOR CITY BUSINESSES

The City of Martinsville's business license calendar year begins January 1 and ends on December 31. All applications for City License shall be filed no later than March 1st of the current license year. If the tax is measured by gross receipts or purchases (for wholesalers) of the business, the tax shall be paid on or before May 1st. However, the license tax shall be paid with the application on or before March 1st in the case of any license not based on gross receipts or purchases (Examples: ABC licenses; amusement operator licenses; savings institutions and state chartered credit unions, which have their main office in the City, and businesses that were issued a flat fee license for the preceding license year and are required to obtain a new flat fee license in current license year.) The following instructions are to assist you in renewing your license and paying the required tax in a timely manner:

MINIMUM LICENSE: Every business required to obtain a license under this ordinance shall be assessed and required to pay annually a license tax of \$30.00, or the tax set forth in the City of Martinsville business license ordinance, whichever is greater.

APPLICATION FORM: This form must be signed and returned to the Commissioner's office on or before March 1st of the current license year. Use the following lines for declaring total gross receipts for the prior tax year.

LINE A --BUSINESS LICENSE RENEWALS BASED ON GROSS RECEIPTS -- enter actual gross receipts for the prior tax year on LINE A. **For wholesalers** enter actual gross purchases for the prior year on LINE A. A copy of federal schedule C (individuals), 1065 (partnership), or 1120 (corporation) must accompany the application for verification.

LINE B--If the federal tax returns are not complete estimate the gross receipts for the prior tax year and enter on LINE B. Once the federal tax return is complete a copy of the appropriate schedule must be sent to the Commissioner's office and an update of the business license fee will be calculated. If the federal schedules do not accompany the application, all gross receipts or purchases amounts given will be considered to be an estimate. Payment is due on or before May 1st of the current license year.

FISCAL YEAR FILERS: If your business runs on a fiscal year you will need to estimate your annual gross receipts for your fiscal year. When your fiscal year ends, you will need to forward a copy of federal schedules C, 1065, or 1120, whichever applies, within three (3) months and fifteen (15) days of the end of your fiscal year to the Commissioner of the Revenue office to verify the gross receipts and the business license fee will be adjusted.

LATE FILING PENALTY, LATE PAYMENT PENALTY AND INTERST: A penalty of ten (10) percent of the tax may be imposed upon failure to file an application by March 1st or for failure to pay the tax by May 1st. Only the late filing penalty shall be imposed by the Commissioner of the Revenue. If both the application and the payment are late, both penalties may be assessed if the Commissioner of the Revenue determines that the taxpayer has a history of noncompliance. Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment.