

**TOWN OF WARSAW, VIRGINIA  
2021 BUSINESS LICENSE APPLICATION**

The application form is divided into two parts. The top half is where you record pertinent information about the business and its owner. The bottom half is where the business owner records the gross receipts for taxation purposes.

- A. **Legal Name of Applicant/Mail Address:** You must record the legal name of the responsible management personnel.
- B. **Trade Name:** Enter the name of the business and the physical location of the business here.
- C. **Social Security Number:** Social Security Number of Business Owner.
- D. **Telephone Number:** The business telephone or home telephone number of owner.
- E. **State ID Number:** Sales Tax Identification Number.
- F. **Federal ID Number:** Federal Tax Identification Number issued by the IRS
- G. **Customer Number:** Leave Blank – This will be assigned when licensed issued.
- H. **Type of Business:** Please check type of business and enter in the date you began your business in the Town of Warsaw in the Blank provided.
- I. **State Contractors License:** If you perform work in the State of Virginia, in excess of \$1,000 per job, you MUST secure a State Contractor’s License prior to applying for a Town Business License. Indicate whether you have a Class A, B, or C license and record that license number and expiration date. You must provide a copy of your state license when renewing or applying for a Town Business License. Also attach Form V. W. C. 61-A to your application.

*\*\*\*More than one license tax rate category below may apply to some businesses.\*\*\*  
Example: A Business performing service repairs may also be selling parts as retail.*

**LICENSE TAX RATES:**

Contractors:.....7 cents per \$100 of gross receipts  
Retailers:.....8 cents per \$100 of gross receipts on the 1<sup>st</sup> million dollars  
  6 cents per \$100 of gross receipts on the next two million dollars  
  5 cents per \$100 of gross receipts on the next two million dollars  
  3 cents per \$100 of gross receipts over five million dollars  
Professionals:..... 19 cents per \$100 of gross receipts  
Repair, Personal &  
Business Services:..... 15 cents per \$100 of gross receipts  
Wholesalers:..... 5 cents per \$100 of purchases  
Financial Services:..... 7 cents per \$100 of gross receipts  
Real Estate:.....15 cents per \$100 of gross receipts  
Flea Market Vendors:.....Annual Receipts of \$6,250 or less per year--\$ 5.00 per year  
  Annual Receipts over \$6,250 per year—8 cents per \$100 of gross receipts  
Others:.....Tax Rates Vary – Call town office for rate (804) 333-3737  
Telephone Communications: one half of one percent of the gross receipts of such business from the rental, subscriptions and stations within the town during the previous calendar year; provided that charges for long-distance telephone calls shall not be considered receipts of business in town.

There is a 10% late payment penalty assessed for all payments received after March 1<sup>st</sup>.

**PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BUSINESS ON THE REVERSE SIDE OF THE 2021 BUSINESS LICENSE APPLICATION**

# TOWN OF WARSAW, VIRGINIA

## 2021 Business License Application

78 BELLE VILLE LANE  
P. O. BOX 730  
WARSAW, VA 22572  
Phone (804) 333-3737  
Fax (804) 333-3104

**FILE AND PAY BY MARCH 1<sup>ST</sup> TO AVOID A 10% LATE PAYMENT PENALTY**

Read the instructions for important dates and penalties. Mail or deliver the completed application and payment to the above address.

<b>A</b> Legal Name/Address (mailing)     	<b>B</b> Trade/Business Name and Physical Location     
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<b>C</b>	_____
	Driver's License # or Social Security #
<b>D</b>	_____
	Telephone Number
<b>E</b>	_____
	State ID Number
<b>F</b>	_____
	Federal ID Number(if any)
<b>G</b>	_____
	Customer Number

<b>H</b> Type Business (Check)	
_____	Individual
_____	LLC
_____	Partnership
_____	Corporation
Start Date of Business	
_____	

- I** 1 State Contactor's License (circle one):    **A**      **B**      **C**    Expiration Date: \_\_\_\_\_
- 2 State Contactor's License Number: \_\_\_\_\_
- 3 VWC FORM 61-A Must be attached to Business Application. Check here if attached \_\_\_\_\_

Unless otherwise indicated report your prior year total gross receipts. If you were not in business one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts per the following applicable category or categories:

	Prior Year Gross Receipts	Estimated Gross Receipts	Tax Rate	Amount Due
1. Contractor	\$ _____	\$ _____	\$ _____	\$ _____
2. Retail	\$ _____	\$ _____	\$ _____	\$ _____
3. Professionals	\$ _____	\$ _____	\$ _____	\$ _____
4. Repair, Personal & Business Service	\$ _____	\$ _____	\$ _____	\$ _____
5. Wholesalers* (*List Your Purchases on this Line)	\$ _____	\$ _____	\$ _____	\$ _____
6. Financial Services	\$ _____	\$ _____	\$ _____	\$ _____
7. Real Estate	\$ _____	\$ _____	\$ _____	\$ _____
8. Peddler's	\$ _____	\$ _____	\$ _____	\$ _____
9. Flea Market Vendor	\$ _____	\$ _____	\$ _____	\$ _____
10. Others	\$ _____	\$ _____	\$ _____	\$ _____
11. Telephone Comm.	\$ _____	\$ _____	\$ _____	\$ _____

*I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge. License Figures are subject to audit of IRS forms and may be requested for verification.*

Signature of Applicant	Printed Name	Date
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