







**CALCULATE TAX DUE:**

1. Enter 2019 gross receipts in box. If a new business (business started after January 1, 2021), enter an estimate of 2021 receipts.
2. Divide gross receipts by 100 and multiple by applicable rate.
3. Enter calculated tax in box, or \$20 whichever is greater.
4. Tax payable to TOWN OF PURCELLVILLE. Renewals due: MARCH 1, 202 . New Business: Due prior to commencing business.

Type of Business	(1) 2020 Gross Receipts or 2021 Estimate for new business	(2) Divide Gross Receipts by 100	Rate Per \$100 of gross receipts or Flat Fee	(3) Calculate Tax or remit minimum tax of \$20, whichever is greater
Contractors ❖			\$0.14	
Retail Merchants			\$0.17	
Restaurant			\$0.17	
Financial Service			\$0.17	
Itinerant Vendor	N/A	FLAT TAX	\$500.00	\$500.00
Non-Profit or Exempt ^	N/A	N/A	N/A	N/A
Personal and Business Service			\$0.17	
Professional Service			\$0.17	
Public Utilities			½ of 1%	
Real Estate			\$0.17	
Rental by Owner/Landlords #			\$0.17	
Repair Service			\$0.17	
Wholesale + (Authorized Only)			\$0.05	

❖ **All Contractors must provide the following:** (1) Workers Comp form VWC-61A (2) copy of valid VA contractor's license and (3) Purcellville subcontractor's list form

**Contractor Receipts should be reported as follows:**

**Principal Office in Town of Purcellville:** Taxes are calculated on 2020 gross receipts for work done in Purcellville and all other jurisdictions where a license fee is not charged. **You must provide breakdown of all gross receipts by jurisdiction with renewal!**

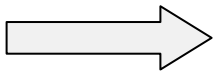
**Principal Office Outside of Purcellville:** There is no fee for annual gross receipts less than \$25,000 but are still required to register with the Town. If gross receipts exceed \$25,000, taxes are calculated on gross receipts for all work done in Purcellville.

**\*Multi-Year Projects:** For license purposes, contractors should provide estimated gross receipts for each year of the project. An adjustment calculation will be made during the last year of the project.

**^Non-Profit/Exempt:** Requires current copy of the IRS tax exempt status proof or proof of state/town code exemption each renewal year.

**# Rental by Owner/Landlord:** Requires Rental Property Worksheet with renewal form.

**+ Wholesale:** Requires previous determination and authorization from Director of Finance.



Be sure to check with the Planning & Zoning Department for proper forms and approval prior to doing business in the town. No business license will be issued until zoning applications are approved by the towns planning/zoning department. They can be reached at (540) 338-2304.

**APPLICANT CERTIFICATION:** *Unsigned applications will not be processed.*

I (we) do hereby certify that the information given and amount(s) reported as gross receipts from this business or profession as reported herein is true and correct, and that I am familiar with the town ordinance for penalties and revocation of my (our) license for making fraudulent statements in the application.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

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

**Office Use Only**

Tax \$ \_\_\_\_\_ + Penalty \$ \_\_\_\_\_ = TOTAL TAX PD \_\_\_\_\_

Ck # \_\_\_\_\_ Rcvd Date \_\_\_\_\_ Rcvd By \_\_\_\_\_

Comm. Dev Approval \_\_\_\_\_ Date \_\_\_\_\_ Occupancy / Use Permit # \_\_\_\_\_













**ROBERT S. WERTZ, JR. ,  
COMMISSIONER OF THE REVENUE**

**COUNTY OF LOUDOUN**

**1 HARRISON ST. SE, 1<sup>ST</sup> FLR, PO BOX 8000, LEESBURG, VA 20177-9804  
(703) 777-0260 WWW.LOUDOUN.GOV/COR FAX (703) 777-0263**

**BUSINESS TANGIBLE PERSONAL PROPERTY REGISTRATION**

For Businesses located within the incorporated limits of the **Town of** \_\_\_\_\_

Please complete this form to ensure that return information will be sent to the correct Business owner and mailing address. *This Registration form may be completed online at [www.loudoun.gov/efile](http://www.loudoun.gov/efile) in lieu of mailing or faxing this form.*

**Trade Name:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_

Business Web Site: \_\_\_\_\_

**BUSINESS OWNERSHIP STRUCTURE: (Please Check One)**

**Sole Proprietorship**  **Single Member LLC**  Social Security Number \_\_\_\_\_

Individual's Name \_\_\_\_\_ Single Member LLC Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Corporation**  **LLC**  **Partnership**  **Other**

Name \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_

Main Office Address \_\_\_\_\_

Main Office Telephone \_\_\_\_\_ Cell Phone # \_\_\_\_\_

General Partner  President  Managing Member  Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Address \_\_\_\_\_

**BUSINESS MAILING ADDRESS**

Address # \_\_\_\_\_ Street/Road Name \_\_\_\_\_ Suite/Apt/PO Box # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PHYSICAL BUSINESS LOCATION** (No PO Boxes, route numbers or Postal Mail Delivery Locations)

Address # \_\_\_\_\_ Street/Road Name \_\_\_\_\_ Suite/Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DATE BUSINESS BEGAN IN LOUDOUN AT ABOVE PHYSICAL BUSINESS LOCATION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

ESTIMATED GROSS REVENUE: \$ \_\_\_\_\_

All businesses are required to annually file a Business Tangible Personal Property tax return by March 1, declaring all property such as furniture, fixtures, equipment, machinery, tools and heavy equipment located in Loudoun County on January 1<sup>st</sup> of each year. Property located in any of the incorporated towns may be subject to town business tangible property tax in addition to the county levy. An asset list containing date of purchase, property description and original cost must be included with the return. Leased equipment must be declared indicating name and address of the lessor and terms of the lease.

**I have read the above and understand my responsibilities under Title 58.1-3518 of the Code of Virginia.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Email Address