



**City of Richmond, Virginia**  
 Division of Collections  
 900 East Broad Street, Room 102  
 P.O. Box 26505  
 Richmond, VA 23261-6505

**RENEWAL APPLICATION FOR CITY OF  
 RICHMOND BUSINESS LICENSE  
 FORM BLR-20  
 LICENSE YEAR 2020**

Account # \_\_\_\_\_

**IMPORTANT TAXNOTICE:**

Section 26-892, Code of the City of Richmond, has been amended, effective January 1, 2019 all Business License payments will be due March 2, 2020. **Effective January 1, 2019, installment payments for Business Licenses were discontinued.** Effective January 1, 2019 **both** Business License and Business Tangible Personal Property Renewal forms must be filed on or before March 2, 2020.

APPLICANT NAME AND MAILING ADDRESS:

TELEPHONE:	FAX:
EMAIL ADDRESS:	
EMPLOYER NO. OR S.S. NO.:	
RICHMOND CITY BUSINESS ADDRESS:	
COMPANY:	
TRADE NAME:	
PRESIDENT:	
REGISTERED AGENT:	
NO./STREET:	
CITY/STATE/ZIP:	
TELEPHONE:	

<ul style="list-style-type: none"> <li>Type or print only.</li> <li>Provide complete information.</li> <li>Sign in the space provided at the bottom of the application.</li> <li>Return with check payable to "City of Richmond".</li> <li>A 2020 business license will be returned to you.</li> <li>For assistance call (804) 646-7000.</li> <li>For information or forms, visit our website at <a href="http://www.richmondgov.com">www.richmondgov.com</a></li> </ul>	<p><b>INSTRUCTIONS:</b></p>
<ul style="list-style-type: none"> <li>Up to 10% penalty will be added (subject to a minimum penalty) if payment is not postmarked or received by the Department of Finance on or before <b>March 2, 2020</b>.</li> <li>Your business must be properly zoned before you may begin operating (Zoning phone no. (804) 646-6340).</li> <li>All trade / assumed names must be registered with the State Corporation Commission before the license can be issued (Clerk's phone no. (804) 371-9733).</li> <li>If gross receipts for 2019 were \$100,000 or more, please see reverse.</li> <li>You will receive a separate renewal form for each line of business or charge on your account (i.e. Restaurant, Beer &amp; Wine and Mixed Beverage will produce 3 renewal forms).</li> </ul>	<p><b>IMPORTANT — PLEASE READ:</b></p>

**2019 – BEGINNERS TAX ADJUSTMENT – 2019**  
**ONLY COMPLETE TAX ADJUSTMENT SECTION IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2018.**

Account Number: \_\_\_\_\_

BUSINESS TYPE DESCRIPTION	2019 ACTUAL GROSS RECEIPTS	TAX RATE	2019 TAX DUE [A]	2019 TAX PAID [B]	TAX DUE / (REFUND) (Subtract [A] from [B] = [C])
	<b>.00 X</b>	<b>=</b>	[A]	[B]	[C]

DATE BEGAN BUSINESS IN RICHMOND: MM DD YY	CERT OF OCCUPANCY NUMBER:
DATE CEASED BUSINESS IN RICHMOND: MM DD YY	CHECK ONE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PART. <input type="checkbox"/> CORP. <input type="checkbox"/> LLC
SSN OR FED ID#: _____	VA SALES TAX #: _____
LICENSE PREPARER OTHER THAN LICENSEE: _____	TELEPHONE #: ( ) -
	FAX #: ( ) -

**2020 – CITY OF RICHMOND – 2020**  
**BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE**

Account Number: \_\_\_\_\_

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2019 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
				<b>.00 X</b>	<b>=</b>	[D]
LICENSEE:				BEGINNERS ADJUSTMENT		[C]
T/A:				PENALTY		
				INTEREST		
				TOTAL TAXES DUE		[C]+[D]
				AMOUNT PAID		

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE. BUSINESS LICENSE RECEIPTS ARE SUBJECT TO AUDIT.

Date \_\_\_\_\_ Phone \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature (Required) \_\_\_\_\_

## RENEWAL BUSINESS LICENSE APPLICATION 2020

CITY LICENSE RATES WHEN TAX BASE EXCEEDS \$99,999 (Exception: Businesses that are subject to the flat tax.)			
Professional	\$.58 per \$100 of gross receipts	Peddler/Sidewalk Vendor	\$300 Flat Tax
Personal Services	\$.36 per \$100 of gross receipts	Restaurant	\$.36 per \$100 of gross receipts
Retail Merchant	\$.20 per \$100 of gross receipts	Repair Services	\$.36 per \$100 of gross receipts
Wholesale Merchant	\$.22 per \$100 of purchases	Itinerant Merchant	\$500 Flat Tax
Contractor	\$.19 per \$100 of gross receipts	Beer & Wine	\$75 Flat Tax
		Mixed Beverage Seating	1-100 = \$200    101-150 = \$350 Over 150 = \$500

### GENERAL INFORMATION

- ❖ **License Fee:** Businesses with gross receipts greater than or equal to \$5,000, but less than \$100,000, pay only the \$30 license fee. Businesses with receipts less than \$5,000 pay no fee.
- ❖ **BPOL Guidelines:** Revised BPOL guidelines may be obtained by contacting the Virginia Department of Taxation at (804) 440-2541 or on the Internet at [www.tax.virginia.gov](http://www.tax.virginia.gov).
- ❖ **Contractors:** Virginia law requires all contractors to provide written certification of their compliance with the Virginia Workers' Compensation Act prior to the issuance or renewal of their business license. A copy of the certification form may be obtained by contacting the Insurance Department of the Virginia Compensation Commission at (877) 664-2566; or, a copy may also be obtained at [www.workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a](http://www.workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a).
- ❖ **Failure to Obtain a License:** Criminal offense, punishable by fine, imprisonment and/or business closure.
- ❖ **Signature:** Required. Your signature indicates you are aware of all the applicable obligations associated with this license, including Personal Property Taxes and Zoning Requirements.
- ❖ **Business Changes:** Contact the City of Richmond at 311, locally; (804) 646-7000 out of town, Monday – Friday 8:00 AM-5:00PM or E-mail [fin-bbt@richmondgov.com](mailto:fin-bbt@richmondgov.com) to report any changes in name, address, or classification. If your businesses moves within the City of Richmond, you must contact zoning to ensure compliance.
- ❖ **Errors & Omissions:** Should any information contained in this package differ from existing City Ordinances, the current Ordinances as enacted by Richmond City Council shall prevail.

### DUE DATE CALENDAR

- January 14                                      Real Estate Taxes – 1st Half Payment Due
- March 2                                         Business License Renewal Application and Payment Due
- March 2                                         Business Personal Property and Machinery & Tools Returns Due
- March 31                                         Tax Relief Application and Renewal Due
- June 1    Bank Franchise Tax Payment Due
- June 5    Property Taxes (Personal, Business, Machinery & Tools) Payment Due
- June 15                                         Real Estate Taxes – 2nd Half Payment Due
- June 15                                         Public Service Corporation Taxes Payment Due
- December 31                                   Workers' Compensation Certification Due (for 2020 tax year)
  
- 15th of Every Month                         Consumer Utility Taxes – Due the Second Month Following Collection
- 20th of Every Month                         Admissions, Lodging, Meals Taxes – Due the Month Following Collection
- 15th of Every April, July, October, & January                         Daily Rental Taxes Payment Due

**In the event a due date falls on a weekend or a federal holiday, the tax may be paid on the next business day without penalty.**

#### Address Correction

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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