

2020



**TOWN OF WEST POINT BUSINESS LICENSE APPLICATION**

Town of West Point  
Susan M. Harlow, Treasurer  
P.O. Box 152 • West Point, VA 23181 • (804) 843-4362 • (804) 843-4364 (FAX)

<b>SSN:</b>	<b>FED ID:</b>
<b>Applicant Name &amp; Mailing Address:</b> _____ _____ _____	<b>Business Name &amp; Physical Address:</b> _____ _____ _____

<b>Phone Number:</b>	<b>Business Phone:</b>	<b>Zoning Approval &amp; Date:</b>	<b>Tax Year:</b> 2020
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**Indicate if applicant is (I) Individual (P) Partnership (C) Corporation**

**IF RENEWING PLEASE SELECT APPROVED BUSINESS TYPE FOR COMPUTING YOUR LICENSE FEE**  
**RENEWAL IS BASED ON TOTAL GROSS RECEIPTS RECEIVED January 1, 2019 - December 31, 2019**  
**NOTE: NEW BUSINESS APPLICANTS WILL PAY \$30.00 FOR INITIAL BUSINESS LICENSE**

Business Type: A separate fee (minimum of \$30.00) will be assessed for multiple business types with gross receipts	Gross Receipts (x) multiplied by Tax rate	Tax Rate	=License Tax Amount (minimum \$30.00)
Retail Sales (1)	\$	.0020	\$
Beer Only Sales (9) (in addition to Retail Sales tax)	Flat fee	\$25.00	\$
Beer/Wine Sales (10) (in addition to Retail Sales tax)	Flat fee	\$37.50	\$
Repair, Personal, & Business Service (2)	\$	.0036	\$
Contractor (3) *\$25000 exemption <small>NOTE * Licensed Contractors are allowed an exemption of \$25,000 from their Gross Receipts if they hold a current VA Business License from another locality.</small>	\$	.0016	\$
Financial, Real Estate, & Professional Services (4)	\$	.0050	\$
Wholesale (5)	\$	.0005	\$
Utilities (6)	\$	.0050	\$
Credit Unions (7)	Flat Fee	\$50.00	\$

<b>Total Tax (Add all applicable amounts) Minimum License Fee \$30.00 for each business type. Due March 1, 2020</b>	\$
<b>Late Filing Penalty (After March 1, 2020 - 10 % of Total Tax)</b>	\$
<b>Total Amount Due</b>	\$

**Instructions: Mail Original Application and Check Payable to Treasurer, Town of West Point on or before March 1, 2020. A 10% penalty will be assessed after 3/1/2020.**

**Declaration of Seller:**  
 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, and that I understand the limits of this license.  
**Name/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 The completion and issuance of this application for the Town Business License shall not be deemed to be approval to prosecute any business without obtaining zoning and use permits for the location in which you intend to locate.

For Office Use:  
 Date Received: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ New License: \_\_\_\_\_ Renewal: \_\_\_\_\_

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**Susan M. Harlow, TREASURER  
TOWN OF WEST POINT  
329 SIXTH STREET  
PO BOX 152  
WEST POINT, VA 23181  
Phone: (804) 843-4362  
Fax: (804) 843-4364**

**CLOSING A BUSINESS**

If you are no longer operating a business in the Town of West Point, please complete this form and mail or fax it back to the Treasurer's Office.

Name: \_\_\_\_\_

Trading As (Business Name): \_\_\_\_\_

Account Number: \_\_\_\_\_ Date Closed: \_\_\_\_\_

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

Gross Receipts January 1 through Close Date: \_\_\_\_\_

New Owner's Name and Address (if applicable): \_\_\_\_\_



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

For Office Use:  
Date Received: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ New License: \_\_\_\_\_ Renewal: \_\_\_\_\_