



BUSINESS LICENSE

Business License Year: _____ If a NEW business, please state inception date: _____

D/B/A or T/A Name: _____

LEGAL Name: _____

Physical Location (In Rocky Mount): _____

Mailing Address(If different from location): _____

Description of business: _____ Federal ID/SSN: _____

Contact Person: _____ Contact Phone: _____

Email: _____

New ____ OR Existing ____ Business operating as a(n) Individual ____ Partnership ____ Corp ____ Other ____

Gross Receipts for year 20__ or most recent fiscal year: _____

Prior year Adjustment(____): _____

Estimate of gross receipts (new businesses/construction projects): _____

Remarks: _____

**** CONTRACTOR'S: Copy of your current contractor's license/certificate is required to obtain a business license.**

Gross Receipt Basis

<u>Acct #</u>	<u>Section #</u>	<u>Gross Receipts</u>	<u>Est.</u>	<u>Rate</u>	<u>Total Tax</u>

Flat Rate Basis

<u>Acct. #</u>	<u>Section #</u>	<u>Rate</u>	<u>Total Tax</u>

OATH: I, the undersigned, do swear or affirm that the foregoing information above is true, full, and correct to the best of my knowledge and belief, and all documentation required is included or attached.

Printed Name of Applicant/Authorized Rep

Signature of Applicant/Authorized Rep

Subscribed and sworn to me this ____ day of _____, 20 ____

Authorized Town of Rocky Mount Signature

Sub-Total Tax: _____

Total Tax Due: _____

(+/-)Adjustments: _____

Total Tax Paid: _____ Date Paid: _____

Penalty (10%): _____

Interest (per mo): _____

Authorized Signature

Decal # issued _____



**NOTE: There will no longer be any fee
discount for gross receipts under \$50,000.**

Please read these instructions carefully as they have been updated.

1. Please print or type all information requested for it to be legible on the form. You can visit our website (<https://rockymountva.org/>) to open a fillable document so that you can type in your information. On our website, place your mouse over the word, Services, at the top of the page. Click on Forms & Applications. Click on Business License Application under the section for Finance/Utilities/Public Works.
2. If your business license last year included an estimate, please contact our office so that we can assist you in calculating your license. Estimates are mostly used for new businesses and construction projects.
3. If your business includes more than one rate listed on the back, proof of gross receipts will need to contain a breakdown of each rate. If this breakdown is not provided, the total gross receipts will be calculated on the highest applicable rate to your business.
4. If you are a hotel, social club, restaurant, or wholesaler that provides/sells alcohol, please include one of the following flat fees in the Flat Rate Basis Section of your business license form.

Beer only: \$25

Beer/Wine and/or Mixed Beverages: \$50

Beer only Wholesale: \$75

5. If mailing your completed form back to us, proof of gross receipts must be included in order for us to be able to accept your form. Proof can be a copy of your tax return, profit and loss statement generated from your software, or a written and signed statement from your accountant. A decal will not be issued until this information has been received, validated, and complete payment has been made.
6. If the total of your business license calculates to less than \$30.00, a minimum of \$30.00 is required to be paid.
7. All business licenses must be paid by May 31, 2024. Any received/postmarked after May 31, 2024, will have a one-time 10% penalty plus interest applied monthly until it is paid.

** Please see back for rates and more information **

The following are the sections, categories, and rates for the available license types. If you have any questions relative to your business type or need assistance in completing your form, please call us at (540) 483-5243 before you calculate your fee.

GROSS RECEIPTS & FLAT RATES

Section 10-9 (b1): Contractors - 16 cents per \$100.

Section 10-9 (b2): Retailers – 13 cents per \$100.

Section 10-9 (b3): Financial, real estate & professional services – 50 cents per \$100.

Section 10-9 (b4): Repair, personal & business services – 30 cents per \$100.

Section 10-9 (b5): Wholesalers – 5 cents per \$100 of the **purchases**.

Section 10-9(b11): Direct (catalogue) Sellers

(a) Sales of more than \$4,000 – 13 cents per \$100.

(b) Sales of more than \$100,000 – 5 cents per \$100.

Section 10-9(b12): Telephone, water, heat, light & power companies – ½ of 1%.

Section 10-9 (b6): Carnivals, circuses & speedways - \$200 each performance.

Section 10-9 (b7): Fortune tellers, clairvoyants & practitioners of palmistry - \$500/yr.

Section 10-9 (b8): Itinerant merchants/peddlers – (a) Non-perishable - \$500 per year **OR**
(b) Perishables - \$50 per year.

Section 10-9 (b9): Photographers - \$30 per year.

Section 10-9 (b10): Savings & loan associates/state credit unions - \$50 per year.

Section 10-9.1: Alcoholic Beverages

10-9.1(a): Sell beer wholesale - \$75 per year.

10-9.1(b): Sell beer, wine, and/or mixed beverages (retail) - \$50 per year.

10-9.1(c): Sell beer (retail) - \$25 per year.

Section 10-9.2: Bondsmen - \$250 per year.

Section 10-9.3: Coin-operated machines: \$200 per year **plus** 20 cents per \$100.

Section 10-9.4: Dairy receiving plants - \$30 per year.

Section 10-9.5: Dance Halls - \$30 per year.

Section 10-9.6: Dealers in precious metals – \$200 per year.

Section 10-9.7: Hobby horses, merry-go-rounds, etc.–36 cents per \$100 **OR** \$30, whichever is greater.

Section 10-9.8: Popcorn machines (on streets or in stores) - \$30 per year. (This is not in addition to an establishment/person who has a current business license.)