



City of Alexandria 2017 Business License Application

Business Tax

City Hall – Room 1700

P.O. Box 178, Alexandria, VA 22313

703.746.3903

alexandriava.gov/BusinessTax

Owner's Name: _____

Owner's Address: _____

(Street)

(Suite or Apt #)

(City)

(State)

(Zip Code)

Individual ☐

Corporation ☐

LLC ☐

S Corp ☐

Partnership ☐

If Partnership, provide on a separate sheet of paper the names and addresses of the all partners.

If Corporation, provide name and address of Registered Agent.

If LLC, provide member's name and social security number.

New Business ☐

or Transfer of Ownership ☐

Business Trade Name: _____

Taxpayer Identification Number: _____

(Federal Identification Number or Social Security Number)

Sales Tax Identification Number: _____

Business Location: _____

(Street)

(Suite or Apt#)

(City)

(State)

(Zip Code)

Business Telephone # (____) _____ - _____ Fax # (____) _____ - _____

Date Business Began in Alexandria: ____/____/____ Number of Employees in Alexandria: _____

Description of Business: _____ License Type: _____

Business E-Mail Address: _____ NAICS Code Number: _____

(Enter 6 digit North American Industry Classification System (NAICS) Code(s) used for tax filings. NAICS Codes are available at <http://www.census.gov/eos/www/naics/index.html>)

Business Mailing Address: _____

(Street)

(Suite or Apt#)

(City)

(State)

(Zip Code)

Bank Name: _____

Do you own a vehicle(s) that is used for business purposes? (Check appropriate box)

☐☐

If "Yes", provide VIN and percentage of vehicle's use for business.

Yes

No

Vehicle Identification Number: _____ Percentage of Business Use: _____

(Attached an additional page, if you have more than one vehicle.)

2017 Estimated Gross Receipts: _____ 2016 Actual Gross Receipts: _____

Signature: _____ Date: _____

(An original signature of owner or authorized corporate representative is required.)

- For instructions on obtaining a license and filing for business personal property taxes, refer to the instructions on page 2 of this form.
- Please note that a business may require more than one business license if it engages in more than one business activity.
(e.g. A retail store that also provide a professional consulting service or a restaurant that also retails packaged food or T-shirts.)
- To avoid a statutorily assessed business personal property tax bill, you must file a business personal property tax return on or before May 1.
Business personal Property taxes are due on or before October 5.
- All licenses must be renewed annually by March 1 of each license year.

Thank you for choosing to do business in the City of Alexandria!