



Thomas A. Hazelwood
 Commissioner of the Revenue
 P.O. Box 1459
 Suffolk, VA 23439-1459
 ADDRESS SERVICE REQUESTED

2010

Main Office (757) 514-4257 Branch Office (757) 514-7181
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Renewal Application
for
CITY OF SUFFOLK BUSINESS LICENSE

RENEWAL APPLICANTS MUST FILE AND PAY ALL TAXES DUE BY
MARCH 1st

Business Address	
Date business began in Suffolk	
Social Security #	
FEIN	
Phone	
Fax	
Cell	

Type of License	Fee	Rate per \$100.00	Type of License	Fee	Rate per \$100.00

If gross receipts exceed \$100,000.00, apply tax rate to ALL receipts. If gross receipts are less than \$100,000.00, pay fee only. Alcoholic beverage license: pay fee only (include gross receipts in retail merchant license).

Note: Provide 2010 estimated gross receipts ONLY if business began in 2009 or business is a Non-Suffolk contractor

	CODE	TYPE OF LICENSE	2009 Actual Gross Receipts Jan 1-Dec 31	2010 Estimated Gross Receipts Jan 1-Dec 31	TAX or FEE	TOTAL
1						
2						
3						
4						
5	Complete the worksheet on reverse side ONLY ■ If the business began after January 1, 2008 and gross receipts exceeded \$100,000. ■ If the business is a non-Suffolk contractor and gross receipts exceeded \$100,000.					Prior Year Adjustment
						* Penalty 10%
*Penalty will be applied if not paid by March 1.						
TOTAL TAX DUE						\$

I hereby certify that the information presented on this statement is complete and accurate.

Authorized Signature _____ Printed Name/Title _____ Date _____ Phone # _____

Email: _____

If no longer engaged in business in the City of Suffolk, please check the box. Date closed: _____

PAYMENT OPTIONS

- **NEW FOR 2010** - File and pay online at www.suffolk.va.us/comrev/
- Pay by check-make payable to City of Suffolk, Treasurer.

A 10% PENALTY ON THE TAX WILL BE ADDED IF LICENSE IS NOT PAID BY MARCH 1ST.

WORKSHEET TO COMPUTE PRIOR YEAR ADJUSTMENT (calculating line 5 on reverse)

- Complete If: ■ The business began after January 1, 2008
OR
■ The business is a non-Suffolk contractor

1.	2009 <u>Actual</u> gross receipts/purchases	
2.	Tax /Fee (see application for tax rate)	
3.	2009 <u>Estimated</u> gross receipts/purchases (per 2009 application)	
4.	Tax or fee paid on estimated gross receipts/purchases (per 2009 application)	
5.	Line 2 less Line 4 - Enter result on Line 5 of the reverse side in the Total column <ul style="list-style-type: none">■ If amount is positive-additional tax is due for <u>under</u> estimate of 2009 gross receipts■ If amount is negative-a credit is due for <u>over</u> estimate of 2009 gross receipts	

NOTE: Proof of gross receipts must be submitted upon request

ATTENTION ALL CONTRACTORS

**Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia (VWC Form 61A) MUST be submitted pursuant to § 58.1-3714 of the State Code of Virginia.
The Business License cannot be issued without this form.**

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