



## **Business License Instructions Town of Ashland, Virginia**

All businesses located within the Town of Ashland are required to have a town business license. The license is calculated upon gross receipts (or gross purchases for a wholesale merchant). Any business with gross receipts of less than one thousand dollars (\$1,000.00) shall be required to file an application, but will be exempt from the license fee.

### **Gross receipts must be substantiated by:**

- **a copy of the Federal Income Tax Return where gross receipts are reported or**
- **a certified statement from your accountant/CPA reporting gross receipts and the related fiscal/calendar year.** Gross receipts must be reported using the same method of accounting as is used for federal income tax purposes.

**Your application will not be processed and will be returned if the documentation is not included.** This may result in additional penalties and interest fees. If an Application for Automatic Extension of Time has been filed, please attach a copy of the Extension and estimate your gross receipts. Delinquent business license fees, personal property, meals, transient occupancy, and/or real estate taxes owed by the business to the town must be paid in full prior to issuance of a business license. Please include check for total due.

Renewal applications and payment must be received or postmarked on, or before May 1, 2019 to avoid late charges. If an extension has been filed on the tax return please estimate the gross receipts and have your accountant mail or fax on letterhead a statement certifying the gross receipts.

Applications for new businesses will be reviewed by the Planning Department to ensure that the business location is properly zoned prior to license being issued. The Planning Department may be contacted at **804-798-1073** between the hours of 8:30 a.m. & 5:00 p.m. Monday through Friday.

Contact the Hanover County Circuit Court (804-730-6000) if you will be operating a business under an assumed or fictitious name. Trade names that include the sole proprietor's last name do not have to be recorded. Trade names using only an individual's initials or any other fictitious names, which differ from the actual sole proprietor, partnership, LLC, or corporate name must be recorded with the Clerk's Office. Code of Virginia 59.1-74 requires proof of recordation before a license may be issued.

If the business has closed, please complete the [Business Closure Form](#) that is available upon request and also on the Town of Ashland website on the [Finance Department page](#).

**\*All the forms for the Business License are available on the Town of Ashland website on the Finance Department page as fillable forms for your convenience. [www.ashlandva.gov](http://www.ashlandva.gov)**

If you have any questions, please contact the Town of Ashland's Finance Department by email at [finance@ashlandva.gov](mailto:finance@ashlandva.gov) or by telephone at **804-798-8650**.



**Town of Ashland**

**Finance Department**  
 101 THOMPSON STREET  
 P.O. BOX 1600  
 ASHLAND, VIRGINIA 23005-4600

finance@ashlandva.gov  
 www.ashlandva.gov  
 Telephone: (804) 798-8650  
 Fax: (804) 798-4892

**New Business License Form**

**Business/Corporation Name:** \_\_\_\_\_

**Trading As:** \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_

**Business Physical Address (if different):** \_\_\_\_\_

**Primary Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **New?**

**Owner's Address:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Home Based** Yes No

**Business Category:** Food Service Retail Professional/Service Industrial Other \_\_\_\_\_

**Telephone** Primary \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**FEIN/SSN:** \_\_\_\_\_ **NAICS code** \_\_\_\_\_

**Business Structure:** Sole Proprietor Partnership Corporation LLC Other \_\_\_\_\_

GROSS RECEIPTS		
A	<b>GROSS RECEIPTS FROM:</b>	<b>TO:</b>
B	<b>GAS STATION DEDUCTION</b> (if applicable): Document Federal and State Excise Tax Paid on motor vehicle fuel	
C	<b>LESS GROSS RECEIPTS PAID TO OTHER LOCALITIES</b> (if applicable). Attach record of license, tax basis and payment date.	
<b>TOTAL RECEIPTS (Line A less Lines B and C)</b>		

LICENSE TAX COMPUTATION		
1	If Total Receipts are less than \$1,000,000. Enter \$30.00	
2	If Total Receipts are \$1,000,000.01 To \$25 Million multiply by .0007 (7 cents per \$100.)	
3	<b>Add</b> .05% of gross receipts from \$25 million up to \$50 million (5 cents per \$100)	
4	<b>Add</b> .02% of gross receipts over \$50 million (2 cents per \$100)	
6	<b>Subtotal: (Lines 1, 2, 3 and 4)</b>	
7	<b>PENALTY:</b> 10% OF LINE 6 IF PAID (POSTMARKED) AFTER MAY 1	
8	<b>INTEREST:</b> 1.5% MONTHLY OF LINE 6+7 IF PAID (POSTMARKED) AFTER JUNE 1	
<b>TOTAL DUE: LINES 6+7+8 (REMIT THIS AMOUNT)</b>		

**MAKE CHECK PAYABLE TO "TOWN OF ASHLAND"**

**CERTIFICATION OF LICENSEE**

**I CERTIFY THAT THE FOREGOING STATEMENTS AND FIGURES ARE TRUE, FULL, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**Printed Name** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Zoning Review for New Business**

**Business/Corporation Name:** \_\_\_\_\_

**Trading As:** \_\_\_\_\_

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**OFFICE ONLY**

**ZONING REVIEW**

GPIN# \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Use:

Additional Comments:

**APPROVED**

**DENIED**

Signature \_\_\_\_\_

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