



CITY OF HOPEWELL, VIRGINIA

P.O. Box 1604

Hopewell, VA 23860

Phone: (804) 541-2237 Fax: (804) 541-2207

Debra Kloske Reason, Master Commissioner of the Revenue

2022

BUSINESS LICENSE APPLICATION & RENEWAL NOTICE

\*This form is due to be filed no later than March 1, 2022 and paid no later than March 31, 2022.\*

<b>BUSINESS NAME / DBA / MAILING ADDRESS:</b>			If your business has moved or changed names please contact our office for instructions to update your business' information.
<b>Local Street Address</b>	<b>FIN/SS#</b>	<b>Customer#</b>	
<b>Business Classifications/Category Descriptions</b>	<b>Account Number</b>	<b>Date Opened</b>	
<b>Email Address</b>	<b>Business Phone Number</b>		

Gross Receipts License Information

IF YOU BEGAN BUSINESS BEFORE JANUARY 1, 2021 COMPLETE LINE 1 ONLY.  
IF YOU BEGAN BUSINESS AFTER JANUARY 1, 2021 COMPLETE SECTIONS 2a and 2b.

1. Gross Receipts 2021: \_\_\_\_\_

2a. Actual Gross Receipts 2021: \_\_\_\_\_

2b. Estimated Gross Receipts 2022: \_\_\_\_\_

Less Allowance (Must provide proof of gas/excise taxes paid)  
For Gas Retailers Only \_\_\_\_\_

**TOTAL GROSS RECEIPTS** \_\_\_\_\_

(MINIMUM LICENSE FEE IS 30.00)

License Amount Due \_\_\_\_\_

Late Filing Penalty (10%) \_\_\_\_\_

Enterprise Zone Allowance \_\_\_\_\_

Grand Total \_\_\_\_\_

Oath: I, the undersigned, do swear (or affirm) that the forgoing figures and statements are true, full and correct to the best of my knowledge and belief.

Signature of Applicant and Title \_\_\_\_\_ Date \_\_\_\_\_

To avoid processing delays be sure to return all required documents with completed application.

**If no longer in business, please provide date business closed, sign and date, and return this application to the Commissioner of the Revenue's office.**

\_\_\_\_\_  
Signature of Applicant and Title                      Date Business Closed

Make Check Payable to:  
Treasurer, City of Hopewell

MAIL TO:  
City of Hopewell  
Commissioner of the Revenue  
P.O. Box 1604  
Hopewell, VA 23860

## Business License Rate Schedule

Businesses that have gross receipts of \$12,000 or more please use the tax rate schedule below. A MINIMUM LICENSE OF \$30.00 APPLIES IF GROSS RECEIPTS ARE LESS THAN 12,000.00. Your classification is listed on the front of this application on the line showing your category descriptions. Use the first two digits

- Class A1 Contracting = .0016 x gross receipts
- Class B2 Retail Merchant = .0020 x gross receipts
- Class C3 Financial, real estate, & professional services = .0058 x gross receipts
- Class D4 Repair, personal business, or other services = .0036 x gross receipts
- Class E5 Persons licensed by VA ABC to manufacture, bottle, or sell alcoholic beverages  
ABC License is not based on gross receipts.
- Retail Beer on premises \$40.00
  - Retail Beer on & off premises \$45.00
  - Retail Wine & Beer on premises \$45.00
  - Retail Wine & Beer off premises \$45.00
  - Retail Wine & Beer on & off premises \$55.00
  - Retail Wine & Beer on & Beer off premises \$50.00
  - Retail Wine & Beer off & Beer on premises \$50.00
  - Retail Winery off premises \$40.00
  - Mixed Beverage seating capacity (50-100) \$200.00
  - Mixed Beverage seating capacity (100-150) \$350.00
  - Mixed Beverage seating capacity (over 150) \$500.00
  - Mixed Beverage nonprofit club \$350.00
- Class F6 Building & Loan Association = Flat Fee = \$50.00
- Class G7 Coin Operated Machines = .0020 x gross receipts
- Class H8 Coin Vending of Merchandise & Stamps = .0020 x gross receipts
- Class I9 Peddlers = Flat Fee varies from \$50.00 to \$500.00  
Mobile Canteen = \$250.00
- Class J10 Public Service Corporations = ½ of 1% Gross Receipts
- Class K11 Wholesale Merchants = .0025 x purchases (Minimum 30.00)
- Class L12 Coin Operated Machines, Amusement Machines Only  
Coin Machine Operator owning more than 3 and less than 10 machines = \$175.00  
Coin Machine Operator owning 10 or more = \$200.00
- Class O15 Fortune Tellers = Flat Rate \$1,000.00

To avoid late filing penalty, this application must be received on or before March 1.

### **IMPORTANT:**

Once you open a business license account, you must either renew it every year or close it by sending a written notice to:

Commissioner of the Revenue, P.O. Box 1604, Hopewell, VA 23860.

**FAILURE TO DO SO WILL RESULT IN ADMINISTRATIVE ASSESSMENT OF  
BUSINESS TAXES AND COULD RESULT IN COLLECTIONS ACTIVITY.**