CITY OF PORTSMOUTH, VIRGINIA
Franklin D. Edmondson, MCR
Commissioner of the Revenue
801 Crawford Street • Portsmouth, Virginia 23704
Office (757) 393-8714 • Fax (757) 393-8604 • www.portsmouthva.gov

2020

THIS BUSINESS LICENSE RENEWAL APPLICATION AND BUSINESS TANGIBLE TAX RETURN IS DUE BY MARCH 1, 2020. PLEASE INCLUDE A 10% PENALTY ASSESSMENT AFTER DUE DATE.

PERIOD BEGINNING	PERIOD ENDING	DATE BUSINESS BEGAN	LICENSE NUMBER	FEDERAL I.D. NO. OR SOCIAL SECURITY NO.

(A) TYPE OF LICENSE	(B) GROSS RECEIPTS*	(C) TAX / FEE	(D) PENALTY	(E) TOTAL
TOTAL GROSS RECEIPTS*		TOTAL AMOUNT DUE		

(F)

OUT OF BUSINESS

IF YOU WERE OUT OF BUSINESS AS OF JANUARY 1 OF THIS YEAR

ENTER OUT OF BUSINESS DATE_____

SIGN AND RETURN IN ENCLOSED ENVELOPE

(G) OATH, I THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM), THAT THE FOREGOING FIGURES AND STATEMENTS ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND THE TERMS OF ALL APPLICABLE LICENSES.

(G) _____
PRINT OR TYPE NAME AND TITLE DATE

(G) _____
SIGNATURE OF APPLICANT PHONE #

(G) _____
EMAIL ADDRESS REQUESTED

INSTRUCTIONS FOR BUSINESS LICENSE RENEWAL FORM

- COMPLETE FRONT AND BACK OF FORM
- ENTER THE TOTAL GROSS RECEIPTS OR GROSS PURCHASES THROUGH DECEMBER 31 OF LAST YEAR, OUT OF CITY CONTRACTORS REPORT CURRENT YEAR GROSS
- IF YOUR BUSINESS ADDRESS HAS CHANGED WITHIN THE CITY OF PORTSMOUTH A ZONING CLEARANCE IS REQUIRED
- CONTRACTORS MUST COMPLETE THE STATE WORKERS' COMPENSATION FORM AND RETURN IT WITH THE BUSINESS LICENSE RENEWAL
- RENTAL LICENSE FEE: $12.00 PER UNIT PER YEAR (PRORATION EQUALS $1.00 PER MONTH) 99-000 CLASSIFICATION CODE.
- DIRECT SELLER LICENSE TAX BASED ON GROSS RECEIPTS: $.20 PER $100 WITH NO THRESHOLD 69-000 CLASSIFICATION CODE.
- PLEASE MAKE CHECKS PAYABLE TO: TREASURER, CITY OF PORTSMOUTH, VA

PLEASE COMPLETE REVERSE SIDE FOR BUSINESS TANGIBLE PROPERTY TAX RETURN

BUSINESS TANGIBLE PROPERTY TAX RETURN

OFFICE USE ONLY

NOTICE: EVERY PERSON, FIRM, CORPORATION, OR ENTITY OWNING TANGIBLE PROPERTY LOCATED WITHIN THE CITY OF PORTSMOUTH ON JANUARY 1, OF THE CURRENT YEAR MUST FILE A RETURN.

GENERAL INFORMATION: (PLEASE ATTACH ADDITIONAL INFORMATION IF NECESSARY)

- BUSINESSES THAT HAVE BEEN CLASSIFIED AS A MANUFACTURER, MINER, RADIO OR TELEVISION BROADCASTER, ONLY MACHINERY AND TOOLS SHOULD BE REPORTED.
- FULLY DEPRECIATED ITEMS MUST BE INCLUDED IF STILL OWNED ON JANUARY 1 OF THE CURRENT YEAR.
- PLEASE SUBMIT A LIST OF ALL VEHICLES AND TRAILERS (INCLUDING YARD TRUCKS, STORAGE TRAILERS, OFFICE TRAILER, ETC.) THAT ARE USED FOR THE BUSINESS.

IF YOU DO NOT OWN ANY BUSINESS TANGIBLE PERSONAL PROPERTY YOU MUST STILL FILE A RETURN; PLEASE ENTER "NONE" BELOW AND PROVIDE AN EXPLANATION AS TO HOW YOUR BUSINESS IS CONDUCTED WITHOUT THE USE OF TANGIBLE PROPERTY.

PLEASE LIST BELOW THE ORIGINAL INSTALLED COST OF ALL FURNITURE, FIXTURES, HAND AND POWER TOOLS, MACHINERY, HOUSEHOLD APPLIANCES, SIGNS, OPERATING EQUIPMENT AND ALL OTHER TANGIBLE PROPERTY OWNED JANUARY 1 OF THE CURRENT YEAR OR BYPASS THIS PROCESS BY SUBMITTING A CURRENT DETAILED DEPRECIATION SCHEDULE.

(H)

DATE ACQUIRED	DESCRIPTION OF ASSETS	ORIGINAL COST

IF YOU HAVE DELETED, SOLD, JUNKED OR PHYSICALLY REMOVED ANY EQUIPMENT IN THE PREVIOUS YEAR, THEN LIST EACH BELOW

(I)

DATE DELETED	DESCRIPTION OF ASSETS	ORIGINAL COST

DO YOU HAVE IN YOUR POSSESSION OR IS THERE LOCATED AT YOUR BUSINESS ANY MACHINERY, EQUIPMENT, FURNITURE, FIXTURES, TOOLS, COMPUTERS, OR OTHER TYPE OF PERSONAL PROPERTY WHICH IS LEASED, RENTED, LOANED, STORED OR OTHERWISE NOT OWNED BY YOU? YES____ NO____ IF YES, THEN LIST BELOW (ATTACH EXTRA SHEETS IF NECESSARY).

(J)

DESCRIPTION OF PROPERTY/MODEL NO.	DATE OF LEASE	NAME & ADDRESS OF OWNER

THANK YOU FOR YOUR COOPERATION. IF WE CAN BE OF ASSISTANCE IN PREPARING THIS RETURN PLEASE FEEL FREE TO CONTACT US AT (757) 393-8866 OR FAX (757) 393-8604

(G) *NOTE: ANY SUCH PERSON WHO WILLFULLY SUBSCRIBES ANY SUCH RETURN WHICH HE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER SHALL BE GUILTY OF A CLASS 1 MISDEMEANOR (CODE OF VIRGINIA §58.1-11)*

(G) **MUST BE SIGNED IN ORDER TO PROCESS**

REFERENCE CODES

- (A) LICENSE TYPE
- (B) GROSS RECEIPTS *GROSS PURCHASES
- (C) ENTER TAX OWED
- (D) ENTER PENALTY
- (E) ENTER TOTAL
- (F) ENTER OUT OF BUSINESS DATE
- (G) PLEASE SIGN
- (H) LIST BUSINESS ASSETS
- (I) LIST DELETED ASSETS
- (J) LIST LEASE ASSETS

PLEASE FILE ON OR BEFORE MARCH 1 OF CURRENT YEAR