



TOWN OF BEDFORD
BUSINESS LICENSE APPLICATION
 215 EAST MAIN STREET, BEDFORD VA 24523

Phone 540-587-6021; Fax 540-587-6143; E-Mail cjohnson@bedfordva.gov

Business License Year: _____ If a NEW business, inception date: _____

Business Name: _____
 DBA or T/A Name: _____
 Location of Business: _____
 Mailing Address: _____
 Description of Business: _____

Federal ID/SSN:		Contact Person:	
Phone/Fax:		Email:	

Business Type:

New **OR** Existing Business

Individual Corporation LLC Partnership Registered Non-Profit
(present copy of IRS Letter 1045)

Gross Receipts

Gross receipts for year 20__ or most recent fiscal year* _____
 (*Fiscal year _____ to _____)

Prior year Adjustment _____ Reason _____

Estimate of gross receipts (new businesses/construction) _____

If you are a contractor, a copy of your current contractor's license or certificate is required to obtain a business license.

License Tax

<u>Acct #</u>	<u>Section #</u>	<u>Gross Receipts (if applicable)</u>	<u>Total Tax</u>

NUMBER OF EMPLOYEES AT BEDFORD TOWN LOCATION: _____

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.

Signature **Date**

TOWN STAFF USE ONLY:
 Zoning Permit Issued? Issued Date: _____ Not Required / Existing Business

 STAFF SIGNATURE TITLE DATE

Business License Tax Instructions

Please read the following instructions before completing the Business License Application Form.

- 1. Please legibly print or type all information requested.**
- 2. Complete the form in its entirety before returning.**
- 3. You may include payment with a mailed copy of your form.**
- 4. License tax must be paid by March 1st each year for any license not measured on gross receipts. Those applications measured on gross receipts must be paid by March 31st each year. Any payments or applications received after the deadline will have a 10% penalty and interest applied monthly until paid.**

The following are the sections, categories, and rates for licenses. If you have any question relative to your business type, please call 540-587-6143 before you calculate your tax payment.

Town Code Rates

Sec. 54-413 (1): Contractors – \$30

Sec. 54-413 (2): Retailers - \$30 and \$0.10 per \$100 for retailers in excess of \$3,000,000 gross receipts

Sec. 54-413 (3): Financial, real estate and professional services - \$30

Sec. 54-413 (4): Repair, personal and business services - \$30

Sec. 54-413 (22): Wholesalers - \$30

Sec. 54-413 (24): Mobile food units - \$30