



**APPLICATION FOR TOWN BUSINESS, PROFESSIONAL AND/OR OCCUPATIONAL LICENSE**  
**In accordance with Vienna Town Code Sec. 8.3 (Code 1962)**

TOWN OF VIENNA  
Virginia

**TOWN OF VIENNA, VIRGINIA**

DEPARTMENT OF FINANCE  
 127 CENTER STREET, SOUTH  
 VIENNA, VIRGINIA 22180  
 (703) 255-6321  
 WWW.VIENNA.VA.GOV

This form will be made available in large print or on audio cassette upon request.  
 TTY 711

2024 YEAR  
 Gross Receipts for prior calendar year  
 ORD# 8-11

**BUSINESS NAME/ADDRESS**

LICENSE ID #	
ACCOUNT ID #	
<b>VERIFY AND UPDATE</b>	
VA SALES TAX #	
FED TAX #	
NAICS CODE	
CO#	

**RENEWAL**

**FORM MUST BE RETURNED BY THE FIRST BUSINESS DAY OF MARCH 2024 TO AVOID PENALTY AND INTEREST**  
**BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED**

Include payment, signed form completed FRONT AND BACK, and list of renters, if applicable.  
 PLEASE MAKE ANY CHANGES OR CORRECTIONS ON THIS PRE-PRINTED FORM

A. Enter 2023 GROSS RECEIPTS from Line 11 (BACK OF FORM)		\$
B. If Line A. is \$50,000 or less, enter \$30.00 and proceed to line F.		\$
C. If Line A is more than \$50,000 enter Line A amount divided by 100		\$
D. Appropriate rate (from rate chart)		\$
<b>E. 2024 Gross receipts tax (Line C. times Line D.)</b>		<b>\$</b>
F. Flat fee license if applicable (see rate chart)		\$
G. Alcoholic beverages (see rate chart)		\$
H. Mixed Beverages (see rate chart)		\$
<b>I. TOTAL 2024 TAX DUE (Sum of lines B, E, F, G, H)</b>	<b>\$30 Minimum</b>	<b>\$</b>
J. Add 10% penalty if filing after March 1st, 2024		\$
<b>K. TOTAL 2024 TAX AND PENALTY (Line I &amp; J)</b>		<b>\$</b>
L. 10% per annum interest on tax & penalty (.0083 x number of months late x Line K.)		\$
M. Balance due from prior year		\$
<b>N. TOTAL TO BE PAID TO TOWN OF VIENNA (Line K, L, M)</b>		<b>\$</b>
Date Business Ceased (if Applicable):	Gross Receipts: \$	
Name Address of Successor (if Any):		

LICENSE IS NOT TRANSFERABLE

**SIGN BELOW OR FORM IS NOT VALID**

I declare that the statement and figures herein given are true, complete, full and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE**

**RETAIN A COPY FOR YOUR RECORDS**

**BUSINESS MAILING ADDRESS**

**BUSINESS NAME / ADDRESS**

## Vienna Business Professional and Occupational License Questionnaire/Gross Receipts Worksheet

1. Trade Name of Business: _____
2. What kind of Entity is this Business? (check all that apply) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> Individual  <input type="checkbox"/> General Partnership                 </div> <div style="width: 30%;"> <input type="checkbox"/> Limited Partnership  <input type="checkbox"/> Corporation                 </div> <div style="width: 30%;"> <input type="checkbox"/> Home-based  <input type="checkbox"/> Limited Liability Company  <input type="checkbox"/> Non-Profit Organization                 </div> </div>
3. Corporate / Partnership / LLC Name Registered with the State Corporation Commission: _____
4. Business' Vienna Street Address: _____ Business' Website: _____ Name and Title of Person responsible for filing this application: _____ <div style="text-align: right; margin-right: 100px;"><small>(Name)</small></div> _____ <div style="text-align: center;"><small>(Title)</small></div> Phone Number: _____ Date of Birth: _____ Email Address: _____
5. <i>If you rent the business premises, provide the name and address of landlord.</i> _____ Amount of Annual Rent: \$ _____ Square Footage of rented space: _____
6. Number of Full-Time Employees at this Location: _____ Number of Part-Time Employees: _____
7. Home address and phone <i>if different</i> from Business Location (For Individual Business Only) _____
8. Name and Title of person who completed this Questionnaire: _____ Phone Number: _____ Email Address: _____

### Tax Worksheet

9. Actual Gross Receipts from 2023	
10. If included in Gross Receipts, Subtract:	
Virginia State Sales Tax Deduction	
Excise Tax Deduction	
Meals Tax Deduction	
Gross Receipts on which Business License taxes were paid to another jurisdiction (if included in #9 above, provide backup)	
Any other Deductions (provide backup)	
11. <b>GROSS RECEIPTS SUBJECT TO TOWN TAXES</b> (Enter on front of form – Line A.)	