



# City of Alexandria 2024 Business License Application

## Business Tax

City Hall – Room 1700  
P.O. Box 178, Alexandria, VA 22313  
[Businesstax@alexandriava.gov](mailto:Businesstax@alexandriava.gov)  
703.746.4800 alexandriava.gov/BusinessTax

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
(Street) (Suite or Apt #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Individual  Corporation  LLC  S Corp  Partnership

REQUIRED: If Partnership, provide on a separate sheet of paper the names and addresses of all partners.  
REQUIRED: If Corporation, provide name and address of Registered Agent.  
REQUIRED: If LLC, provide member's name and social security number.

New Business  or Transfer of Ownership

Business Name / Trade Name: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_  
(Federal Identification Number or Social Security Number)

Sales Tax Identification Number: \_\_\_\_\_

Business Location: \_\_\_\_\_  
(Street) (Suite or Apt#)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Business Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date Business Began in Alexandria: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Employees in Alexandria: \_\_\_\_\_

Description of Business: \_\_\_\_\_ License Type: \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_ NAICS Code Number: \_\_\_\_\_

(Enter 6 digit North American Industry Classification System (NAICS) Code(s) used for tax filings. NAICS Codes are available at <https://www.census.gov/naics/>)

Business Mailing Address: \_\_\_\_\_  
(Street) (Suite or Apt#)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Bank Name: \_\_\_\_\_

Do you own a vehicle(s) that is used for business purposes? (Check appropriate box)    
If "Yes", provide VIN and percentage of vehicle's use for business. Yes No

Vehicle Identification Number: \_\_\_\_\_ Percentage of Business Use: \_\_\_\_\_  
(Attached an additional page, if you have more than one vehicle.)

2024 Estimated Gross Receipts: \_\_\_\_\_ 2023 Actual Gross Receipts: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(An original signature of owner or authorized corporate representative is required.)

- For instructions on obtaining a license and filing for business personal property taxes, refer to the instructions on page 2 of this form.
- Please note that a business may require more than one business license if it engages in more than one business activity. (e.g. A retail store that also provides professional consulting service or a restaurant that also retails packaged food or T-shirts.)
- To avoid a statutorily assessed business personal property tax bill, you must file a business personal property tax return on or before May 1.
- Business Personal Property taxes are due on or before October 5.
- All licenses must be renewed annually by March 1 of each license year.

Thank you for choosing to do business in the City of Alexandria!

## PROCEDURES FOR OBTAINING A BUSINESS LICENSE IN THE CITY OF ALEXANDRIA

### Step 1: Register the Business Entity

*Registration of a Corporation, Limited Liability Company, Limited Partnership, General Partnership, or Trade Name:*

All corporations (foreign and domestic) and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. To become incorporated in Virginia, an organization must file Articles of Incorporation or Amendments with the State Corporation Commission. Procedures for filing can be found in the Code of Virginia Stock Corporation Act, Title 13.1-601 through 13.1-800. For information on registration or incorporating, please contact the Virginia State Corporation Commission at 866.722.2551 or 804.371.9733, or by mail P.O. Box 1197, Richmond, VA 23218. An online "Business Registration Guide" is available on the Virginia State Corporation Commission's website at <http://www.scc.virginia.gov/clk/begin.aspx>.

### Step 2: Apply for an Employer Identification Number (EIN)

Corporations, Partnerships and Limited Liability Companies must obtain an Employer Identification Number (EIN) online from the Internal Revenue Service (IRS) at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

### Step 3: Submit the Completed Application with Your Tax Payment and All Necessary Approvals and Documentation

The City business license application may be submitted electronically to [businesstax@alexandriava.gov](mailto:businesstax@alexandriava.gov) or mailed with your tax payment to City of Alexandria, Revenue Administration Division, P.O. Box 178, Alexandria, VA 22313. Some businesses may be required to submit additional documentation and/or permits. For more information on additional documentation required, please visit the Business Tax website at <https://www.alexandriava.gov/BusinessTax>.

For all business-related matters, businesses may visit the Finance Department Revenue Office at City Hall located at 301 King Street, Room 1700, Alexandria, VA 22314, or our West End Office located at 4850 Mark Center Drive, Suite 2011, Alexandria, VA 22311 for tax administration and payment functions. Hours of Operations are 8:00 a.m. – 5:00 p.m., Monday – Friday.

### NOTES:

\*If you have purchased the business and as a condition of the sale you acquired the liabilities and assets, you are entitled to transfer the business license from the old to the new business by completing a Request for Transfer of City Business License form. The form must be notarized and submitted along with the business license application. You must provide a copy of the signed and dated purchase agreement detailing the terms and conditions of the sale. This agreement should specifically relate to the sale of assets and liabilities.

## BUSINESS PERSONAL PROPERTY

Any individual, partnership or corporation engaged in any business or profession in the City of Alexandria as of January 1 of a given year must complete and file a Business Personal Property return no later than May 1. All tangible business personal property, including furniture, fixtures, machinery, tools, computers and peripherals used in any business or profession must be reported. Completed returns can be submitted to Business Tax, 301 King Street, Room 1700 or mailed to Business Tax, Department of Finance, City of Alexandria, P.O. Box 178, Alexandria, VA 22313.

The law requires full and complete returns; therefore, a taxpayer must enter the purchase cost of all property owned or in his or her possession. It is imperative that all tangible business personal property be reported and its purchase cost entered in the proper column.

Property being paid for by installments as a condition of sale is assessable in the name of the person possessing the property. The law allows no deduction for indebtedness against tangible business personal property. Leased or rented tangible personal property must also be reported in addition to the name and address of the lessor (owner) responsible for payment of the local personal property tax.

If a business begins operations in the city after January 1 of a given year, there is no business personal property tax liability for that year. If a business moves or ceases business after January 1, the business is liable for the full tax year.

**THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.**