



**COUNTY OF HANOVER, VIRGINIA
APPLICATION FOR CONTRACTOR'S LICENSE
TAX YEAR 2017**

Office of the Commissioner of the Revenue
PO Box 129, Hanover, VA 23069
Tel: (804) 365-6129 Fax: (804) 365-6101
Email: commissioner@hanovercounty.gov

T. Scott Harris, MCR
Commissioner

FILE BY MARCH 1 - Instructions & Fee Schedule on back of form

Account#	SSN Or Federal ID Number	Fax #	Business Phone#
Owner's Name	Locality In Which Business Is Located		
Trade Name	Physical Address Of Business		
Mailing Address	Contact Person		
City/ State / Zip	Virginia State Registration Number		

	Type of Contractor	Amount of Gross Receipts (Col A.)	Tax Rate (Col B.)	= Total (Col A. x Col. B)
I	Hanover Contractor		X .001	
II	Other Localities: total column B from reverse side if applicable		X .001	
III	Total (add lines I & II)		X .001	
IV	Penalty: If filed after March 1, 10% of line III			
V	Interest due if applicable. See page 2 for instructions			
VI	GRAND TOTAL: add lines IV – V			

Please Note:

- If you are not State Registered as a Class A, B, or C Contractor, you must sign an affidavit stating that you are not subject to licensure or certification as a contractor or subcontractor pursuant to Virginia State Code §54.1-1111.
- In order to process your license, a Worker's Compensation form must be completed and your payment made payable to County of Hanover must be included. This is not necessary if gross receipts are under \$100,000.00. Forms are available online at www.hanovercounty.gov/Taxes/Business-Licenses.

I hereby declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief. I acknowledge the Worker's Compensation requirements as stated above.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____ Daytime Phone: _____

Title: _____ Email: _____

OFFICE USE ONLY BELOW THIS LINE

W/C Received? (Circle One) Y N

Check # _____

Amount \$ _____

If you are a Hanover based contractor with gross receipts in other localities, please complete the following worksheet and report the TOTAL of COLUMN B on PAGE 1, LINE II.

Locality of Gross Receipts	Was a fee paid to obtain a license in another locality?	
	COLUMN A: If YES, list the amount of gross receipts against which the fee was paid to the other locality.	COLUMN B: If NO, list the amount of gross receipts against which no fee was paid to the other locality.
Total: Transfer TOTAL of COLUMN B to PAGE 1, LINE II.		

INSTRUCTIONS & COST SCHEDULES

Pursuant to Virginia State Code §58.1-2700 et seq, every contractor, electrical contractor, plumber or steam fitter shall obtain a license for each business. If the gross receipts of the business exceed \$100,000 in the prior year, there shall be a license tax in the amount of **ten cents (\$.10) per one hundred dollars (\$100.00) of gross receipts**. The License tax is assessable, due, and payable by **March 1** of each license year. If a license application is not filed and the tax is not paid within the time provided, the amount due shall be subject to interest at ten percent (10%) per annum commencing on the first day following the day such tax is due as well as a ten percent (10%) late filing penalty. Please contact the Hanover County Treasurer’s Office at (804)365-6050 for the actual interest rate or any other additional payment information.

Licenses will be based on **GROSS RECEIPTS** that were earned by the business in 2016. The calculation of gross receipts for license tax purposes shall be on either the cash or accrual method provided that the method used coincides with the method of accounting used for federal and state income tax purposes.

WHO HAS TO FILE AN APPLICATION AND / OR PAY A FEE?

IF YOU ARE A HANOVER BASED CONTRACTOR AND ...	FILE A RETURN?		PAY THE LICENSE TAX?	
	YES	NO	YES	NO
... have gross receipts less than \$100,000.00	√			√
... have gross receipts greater than \$100,000.00	√		√	

IF YOU ARE BASED & LICENSED IN ANOTHER COUNTY AND MEET THE REQUIREMENTS OF §6-40 OF THE HANOVER COUNTY CODE AND...	FILE A RETURN?		PAY THE LICENSE TAX?	
	YES	NO	YES	NO
... have gross receipts less than \$25,000.00		√		√
... have gross receipts greater than \$25,000.00 but less than \$100,000.00	√			√
... have gross receipts greater than \$100,000.00	√		√	

Example: Gross Receipts of \$100,001.00

Multiply by the tax rate of .001\$100,001.00 x .001 = \$100.00
 License Cost = \$100.00

If you require assistance or additional information on this application, please contact the Personal Property Division of the Office of the Commissioner of the Revenue at any of the following:

- Telephone: 804-365-6129
- Email: commissioner@hanovercounty.gov
- In Person: Wickham Building, 7497 County Complex Road, Room 107, Hanover, Virginia, 23069