



**COUNTY OF HANOVER, VIRGINIA
APPLICATION FOR CONTRACTOR'S LICENSE
TAX YEAR 2016**

Office of the Commissioner of the Revenue
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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		

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.
- If you are a Hanover based contractor who had gross receipts in other localities, please complete the worksheet on the reverse side of this form and list the total amount below on **Line V: Other Localities (from reverse side)**.

	Type of Contractor	Amount of Gross Receipts (Col A.)	Tax Rate (Col B.)	= Total (Col A. x Col. B)
I	General Contractor		X .001	
II	Electrical Contractor		X .001	
III	Plumber / Steam Fitter		X .001	
IV	Other:		X .001	
V	Other Localities (from reverse side)		X .001	
VI	Total (add lines I-V)		X .001	
VII	Penalty: If filed after March 1, 10% of line VI			
VIII	Interest: If filed after March 1.....			
VIII	GRAND TOTAL add lines VI - VIII.....			

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

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Title: _____ Daytime Phone: _____

Email: _____

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, there shall be a license tax in the amount of **ten cents (\$.10) per one hundred dollars (\$100.00) of gross receipts of the business for the prior year**. 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 per annum commencing on the first day following the day such tax is due as well as a 10% late filing penalty.

Licenses will be based on **GROSS RECEIPTS** that were earned by the business in 2015. 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

Gross Receipts divided by 100\$100,001.00 divided by 100 = \$1,000.01
 Multiply by the tax of \$.10\$1,000.01 X \$.10 = \$100.00
 License Cost..... = \$100.00

OR

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

OTHER LOCALITY WORKSHEET FOR HANOVER CONTRACTORS

Locality of Gross Receipts	Amount of Gross Receipts	Was a fee paid to obtain a license in another locality?	
		Yes	No
Grand Total (for localities a licensed was not obtained)		To Page1, Col. A, Line V	

If you require additional information concerning this application, please contact the office of **T. Scott Harris, Commissioner of the Revenue** at 804-365-6129 or by email to commissioner@hanovercounty.gov.