



Town of Middletown
7875 Church Street
Middletown, Virginia 22645
(540) 869-2226 ♦ Fax (540) 869-4306
Gateway to Cedar Creek and Belle Grove National Historical Park

NEW BUSINESS LICENSE APPLICATION

NAME OF BUSINESS: _____

MAILING ADDRESS: _____

BUSINESS TELEPHONE: _____ FED I.D. OR SS #: _____

DESCRIPTION OF BUSINESS: _____

NAME OF OWNER (S): _____

HOME ADDRESS: _____

EMAIL: _____

EMERGENCY CONTACT AND TELEPHONE: _____

ESTIMATED GROSS RECEIPTS FOR CALENDAR YEAR 20____ \$ _____

Gross receipts of the business defined: The gross sales of merchandise and gross receipts of the business occupation or profession from all earnings, fees, commissions, brokerage charges and rentals from all income whatsoever arising from or growing out of the conduct of the business, occupation or profession licensed by the Town during the license year. Gross receipts shall not include any amount paid to the State of Virginia Retail Sales or Use Tax.

FEES: All sales and service (professional, financial, real estate, repair or personal) .2% of gross receipts, contractors .16 % of gross receipts. ABC on premise \$25.00, ABC off premise \$25.00, on and off \$50.00

Licenses are due on or before January 31st. A \$10.00 penalty or 10% of license fee, whichever is greater, will be assessed after January 31st and an additional 1% will be assessed each month thereafter.

The minimum fee is \$30.00 and is based on gross receipts totaling \$15,000.00 or less. If you expect that your gross receipts will be in excess of \$15,000.00 during the year in which you are making this application, you must estimate your gross receipts and pay the initial tax based on that amount.

I, the undersigned hereby acknowledge that in order to operate a business within the Town of Middletown, I must comply with all local codes as well as state laws.

Date

Owner Signature