



COMMISSIONER OF THE REVENUE CITY OF MANASSAS PARK

One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8825



2012 BUSINESS LICENSE APPLICATION

PLEASE PRINT OR TYPE EXACTLY AS LICENSE IS TO BE ISSUED

- Application must be filed prior to the start of business.
- Faxed or emailed application will not be accepted.
- If application is for a new license, use estimate of gross receipts.
- If application is for renewal, report the prior year gross receipts.
- **Return completed renewal application to the Commissioner of the Revenue by February 1.**
- A copy of your income tax return must be provided to this office, upon its completion.
- All licenses expire on December 31.

Application is for NEW LICENSE RENEWAL

TRADE NAME: _____
(Trade names must be registered with the VA State Corporation Commission or the Circuit Court in PWC)

OWNER'S NAME: _____
(If sole proprietor or partnership)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

FAX NUMBER: _____

MAILING ADDRESS (If different from business address): _____

EMAIL ADDRESS: _____

WEB ADDRESS: _____

FEDERAL TAX ID #: _____

STATE TAX ID #: _____

SOCIAL SECURITY #: _____

Individual Corporation Partnership Other _____

Number of employees in Manassas Park _____

Nature of Business _____

Date business started in Manassas Park: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? _____
(Proof of citizenship or immigration status is required with initial application)

I certify that the statements and figures on this application are true and correct to the best of my knowledge and belief.

Signature of Applicant _____ Date _____

Print Name _____

CATEGORY	CODE	GROSS RECEIPTS
Contractors	01440	
Retail Merchants	01441	
Financial, Real Estate & Professional Services	01442	
Repair, Personal & Business Services	01443	
Wholesale Merchants (use gross Purchases)	01444	
Utility	01452	
Other (attach a brief description)		

- **Local Contractors:** Attach a list of gross receipts filed with other localities.

All Other Contractors: State amount of bid and job location.

OFFICE USE ONLY
TAX
Late filing penalty
Sub Total
Interest
Late payment penalty
Adjustments
Total Amount Due

- On all licenses not filed by Feb 1, there will be a penalty of 10%
- On all licenses not paid by March 1, there will be a penalty of 10%
- 10% interest accrues beginning March 2.

LIST OF PARTNERS OR OFFICERS

- 1. President: _____
 Residence: _____
 City, State & Zip: _____
 Social Security # _____
- 2. Vice President: _____
 Residence: _____
 City, State & Zip: _____
 Social Security #: _____
- 3. Secretary: _____
 Residence: _____
 City, State & Zip: _____
 Social Security #: _____
- 4. Treasurer: _____
 Residence: _____
 City, State & Zip: _____
 Social Security #: _____

REGISTERED AGENT

Name: _____
 Address: _____
 City: _____
 State of Incorporation: _____ Year: _____

CONTRACTORS

Do you hold a Virginia State Contractor's License?

YES NO

If yes, License #: _____ Class: _____

Expiration Date: _____

RETAIL

• Restaurant: indicate seating capacity _____

• Indicate if you serve:

Beer wine on off

Mixed beverages

ABC #: _____

ABC Exp Date: _____

• If child care, daycare, baby-sitter or provider of similar services, please specify number of children supervised. _____

For new businesses:

- If a business is a corporation, furnish documentary evidence of date of incorporation or registration with the Virginia State Corporation Commission.
- If using a trade name, furnish copy of filing with the Prince William Circuit Court Clerk's office.
- Do you want your phone & fax numbers to be published?
 YES NO
- Home Occupation permit is required for home-based businesses.
- Certificate of zoning compliance is required for all other Businesses located in Manassas Park.

Previous location, if applicable: _____

• Do you sell cigarettes? YES NO
If so, list your wholesaler:

- If you have vending or amusement machines on your premises, please list the owner of each machine, and their address.
- Please use attachments, if necessary.

If you would like to give permission to an individual other than the owner, to discuss business related matters, please attach a notarized statement from the owner giving such permission.