

COMMISSIONER OF THE REVENUE
CITY OF MANASSAS PARK
One Park Center Court
Manassas Park, Virginia 20111-2395
(703) 335-8825
d.wood@manassasparkva.gov

New businesses must obtain a license prior to the start of business.

Current City of Manassas Park Business, Professional and Occupational Licenses (BPOL) expire on **December 31**.

If you are no longer in business in Manassas Park, please notify the Commissioner of the Revenue's office, in writing, or by e-mail at d.wood@manassasparkva.gov, stating the date you ceased to do business in Manassas Park.

Please report your gross receipts for the prior tax year. If you do not have the exact figure, please provide an estimate. New businesses can estimate their gross receipts, until they are in business for a full tax year.

A copy of your tax return **must** be provided to this office upon completion. Adjustments will be made once you provide a copy of your income tax return.

Applications must be filed by February 1, to avoid paying a late filing penalty.

Payments must be made by **March 1**, to avoid a late payment penalty. (§ 14-24 (a) of the Manassas Park City Code)

Contractors must provide a list of gross receipts filed with other jurisdictions for the current year. A copy of licenses paid to other jurisdictions must be provided, **upon completion**, for auditing purposes. If you have not provided copies of these licenses for last year, you must do so or there may be an additional adjustment to your bill.

Contractors must provide a copy of the "Contractors Certification of Insuring Liability for Workers' Compensation in Virginia".

Contractors outside of Manassas Park shall notify this office if there are any adjustments to be made on last years license. If you have any new jobs in the City of Manassas Park for the current year, please list the job amount and location.

It is important to list vending & amusement machine owners, in the space provided on the back of the application, in order to avoid your company being billed for their licenses or their personal property.