



City of Richmond, Virginia
 Division of Collections
 900 East Broad Street, Room 102
 P.O. Box 26505
 Richmond, VA 23261-6505

**RENEWAL APPLICATION FOR CITY OF
 RICHMOND BUSINESS LICENSE
 FORM BLR-24
 LICENSE YEAR 2024**

Account # _____

APPLICANT NAME AND MAILING ADDRESS:

IMPORTANT TAX NOTICE:

Sec. 26-871, Code of the City of Richmond, has been amended, Effective January 1, 2023 Except as may be specifically otherwise provided by this article or other law, the annual license tax imposed under this article shall be \$30.00 for any person with gross receipts (or purchases for wholesale merchants) of - \$5,000.00 or more but less than \$250,000.00 in a given license year. Any person with gross receipts greater than \$250,000.00 will be liable for business license taxes at the applicable rate set forth as follows for the class of enterprise listed or as otherwise provided in this article.

TELEPHONE:	FAX:
EMAIL ADDRESS:	
EMPLOYER NO. OR S.S. NO.:	
RICHMOND CITY BUSINESS ADDRESS:	
COMPANY:	
TRADE NAME:	
PRESIDENT:	
REGISTERED AGENT:	
NO./STREET:	
CITY/STATE/ZIP:	
TELEPHONE:	

<ul style="list-style-type: none"> Type or print only. Provide complete information. Sign in the space provided at the bottom of the application. Return with check payable to "City of Richmond". A 2024 Business License will be returned to you. For assistance call (804) 646-7000. For information or forms, visit our website at www.rva.gov 	<p>INSTRUCTIONS:</p>
<ul style="list-style-type: none"> Up to 10% penalty will be added (subject to a minimum penalty) if payment is not postmarked or received by the Department of Finance on or before March 1, 2024. Your business must be properly zoned before you may begin operating (Zoning phone no. (804) 646-6340). All trade / assumed names must be registered with the State Corporation Commission before the license can be issued (Clerk's phone no. (804) 371-9733). If gross receipts for 2023 were \$250,000 or more, please see reverse. You will receive a separate renewal form for each line of business or charge on your account (i.e. Restaurant, Beer & Wine and Mixed Beverage will produce 3 renewal forms). 	<p>IMPORTANT — PLEASE READ:</p>

2023 – BEGINNERS TAX ADJUSTMENT – 2023
 ONLY COMPLETE TAX ADJUSTMENT SECTION IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2022

Account Number: _____

BUSINESS TYPE DESCRIPTION	2023 ACTUAL GROSS RECEIPTS	TAX RATE	2023 TAX DUE [A]	2023 TAX PAID [B]	TAX DUE / (REFUND) (Subtract [B] from [A] = [C])
	.00 X		=		
			[A]	[B]	[C]

DATE BEGAN BUSINESS IN RICHMOND: MM DD YY	CERT OF OCCUPANCY NUMBER:
DATE CEASED BUSINESS IN RICHMOND: MM DD YY	CHECK ONE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PART. <input type="checkbox"/> CORP. <input type="checkbox"/> LLC
SSN OR FED ID#: _____	VA SALES TAX #: _____
LICENSE PREPARER OTHER THAN LICENSEE: _____	TELEPHONE #: () -
	FAX #: () -

2024 – CITY OF RICHMOND – 2024
 BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE

Account Number: _____

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2023 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
				.00 X		= [D]
LICENSEE:					BEGINNERS ADJUSTMENT	[C]
					PENALTY	
T/A:					INTEREST	
					TOTAL TAXES DUE	[C]+[D]
					AMOUNT PAID ↻	

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE. BUSINESS LICENSE RECEIPTS ARE SUBJECT TO AUDIT.

Date _____ Phone _____ Printed Name _____ Signature (Required) _____

