



KING WILLIAM COUNTY
KARENA L FUNKHOUSER
Commissioner of the Revenue

Please call or email Suzanne Hayden with questions regarding Business License - Phone: (804) 769-4942 - Email: shayden@kingwilliamcounty.us

P.O. Box 217
 180 Horse Landing Road King William, VA 23086
 Phone #: (804) 769-4942
 Fax #: (804) 769-4902
 www.kingwilliamcounty.us
 Email:shayden@kingwilliamcounty.us

King William County - Business License Application

Owner's Name*: _____
 Mailing Address*: _____
 City/State/Zip*: _____

-Please complete all required fields (*)
-Business license renewal applications and payments are due by March 1st of each year to avoid a late payment penalty
-See reverse for important information

A OWNER/BUSINESS INFORMATION			
<input type="checkbox"/> Sole Proprietor		<input type="checkbox"/> Partnership	
<input type="checkbox"/> Corporation		<input type="checkbox"/> LLC	
<input type="checkbox"/> Other			
Business/Trade Name*			Date Established*
Physical Address*			
SSN*	Fed. ID #*	New	Renewal
Business Phone #*	Cell #*	Fax #	
Web Address			
Email		Check Box to receive renewals/notifications by Email: <input type="checkbox"/>	
Business Description*			
Alternate Contact Name*		Alt. Contact #*	

B CONTRACTOR INFORMATION			
Class:	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C
License #:			Exp. Date: ____/____/____
Worker's Compensation Compliance Acknowledgement Number: _____			
-Please attach a copy of your current Contractor's License. If you are not State Registered as a Class A, B, or C Contractor, you must sign a Contractor's Affidavit stating that you are not subject to licensure or certification as a contractor or subcontractor pursuant to Virginia State Code 54.1-1111.			

C Gross Receipt and Payment Calculations		Category	Rates
1. Enter Prior Year Gross Receipts or for a new business enter Yearly Estimate	\$	Contractor	.0016
2. If your gross receipts are \$50,000 or less annually, the minimum tax is \$30	\$	Retail Sales	.0020
3. Enter Category name (see Rate Table on right hand side)		Business Serv	.0016
4. Enter Rate (see Rate Table on right hand side)		Professional	.0038
5. Net Tax (if 1 is < or = \$50,000 enter \$30)-(if 1 is > \$50,000 enter line 1 X line 4)	\$	Wholesale	.0005
6. Late Payment Penalty (10% of Net Tax)	\$		
7. Total Payment (5+6) Make checks payable to Treasurer, King William County	\$		

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

Signature: _____ Date: ____/____/____

Account #	
License Year	

Received Date: ____/____/____ Issued Date: ____/____/____ Check #: _____ Amount: _____

King William County Code

CONTRACTORS

Please provide this office with a list of sub-contractors that worked for you in King William County during calendar year 2022. The list should include the name of the company, trade name, contact person, phone number, mailing address and the amount of the contract. Any additional information that you may provide would be helpful in ensuring that all sub-contractors were properly assessed for 2023 by King William County.

WHO MUST FILE FOR A BUSINESS LICENSE?

According to King William County Code, Sec. 18-34, it is unlawful to do business without obtaining a business license. King William County Code, Sec. 18-38 states: Every person shall apply for a license for each business or profession when engaging in a business in the county if the person has a definite place of business in the county; there is no definite place of business anywhere and the person resides in the county; or there is no definite place of business in the county but the person operates amusement machines or is classified as an itinerant merchant, peddler, carnival, circus, contractor, subject to Code of Virginia, § 58.1-3715, or public service corporation. A separate license shall be required for each definite place of business and for each business. The measure or basis of the BPOL tax generally is the gross receipts of the business, not net income. For existing businesses, the tax is based the prior year's gross receipts. For new businesses, the tax will be based upon estimated current year gross receipts, orders or contracts. The license must be renewed by March 1 of each year. For businesses with gross receipts under \$50,000, there is a \$30 licensing fee. BPOL taxes can be supplemented at the end of the calendar year if the reported receipts are inaccurate. Proof of gross receipts must be submitted upon request.

For specific explanations of classifications, please see the complete BPOL Ordinance available online at www.kingwilliamcounty.us.

If you are operating under a fictitious name, you must record that name with the State Corporation Commission (SCC). You may use the link below.

<https://cis.scc.virginia.gov/>.

PAYMENT OPTIONS: Pay by check, made payable to King William County, Treasurer. The phone number is (804) 769-4931.

UPON REQUEST ALL KING WILLIAM COUNTY BUSINESSES ARE REQUIRED TO FILE A COPY OF THE MOST RECENT BUSINESS, CORPORATE AND/OR INDIVIDUAL TAX RETURN, SHOWING GROSS RECEIPTS.