



Business/Occupational License Application

FOR OFFICE USE ONLY:	
Town of Herndon business license #: _____ Bill #: _____ Revenue Clerk: _____	
Business Name/DBA: _____	
Business Address: _____	
Mailing Address (if different): _____	
Type of Ownership (select one):	
Sole Proprietor* _____ Corporation _____ Single Member LLC _____	
Partnership _____ LLC _____ Charitable Organization _____	
*All applicants who file "Sole proprietor" must complete and have notarized the Residency Status Affidavit before business license is issued.	
Federal Tax ID or Social Security #: _____	NAICS Code: _____
Email: _____	Phone Number: _____
Number of Employees: _____	Date Business began or will begin in Herndon: _____
Business Category (please select one):	
Business Service/Massage Therapy _____ Hotel and Motels _____ Retail/Restaurant ** _____	
Builder/Developer _____ Professional, specialized occupation _____ Wholesale Merchant _____	
Contractor _____ Repair Service _____ Other: _____	
Summary of Business Activities: _____	
Gross Receipts Information (Estimate gross receipts from beginning of operations to end of the current year)	
Estimated Gross Receipts: \$ _____	Tax rate (see tax rate schedule): _____
Penalty (see information below): _____	Sub-total: _____
Operator of Coin-operated Machines?	
Yes _____ No _____ Number of Machines: _____	
**Alcoholic Beverages License (see tax rate schedule):	**Mixed Beverages License (select seating capacity):
ABC on premise: _____	0-100: _____
ABC off premise: _____	100-150: _____
ABC both: _____	150+: _____
Total Due: \$ _____	
A penalty of 10% shall be applied to the original tax due, per the Town code, on any balances still outstanding 30 days after this bill is generated . A penalty will also apply if the application is not submitted within 30 days of beginning business . Business license renewals are DUE March 1st of each year , declaring prior year actual gross receipts.	
Owner or Applicant Signature: _____	Name: _____
	Date: _____
<p>The Town of Herndon's Economic Development office would like to promote your business. By checking "yes" below, you would give the town permission to list your business on the town's website or share your business information with other agencies such as the Dulles Regional Chamber of Commerce and other town departments. (Only business name and contact information would be shared. Gross receipts, taxes paid, social security numbers and tax ID information would not be shared, published, or released.)</p> <p style="text-align: center;">Yes No</p> <p>If you have any business-related questions, please contact the town's Finance Department office. If you have any questions related to promoting your business, contact the Town of Herndon's Economic Development office at 703-435-6800 ext. 2085 or email information@herndon-va.gov for more information.</p>	

Business License Tax Rates Schedule

Flat Fee Schedule:

- Annual gross receipts up to and including \$50,000 \$30.00
- Annual gross receipts of \$50,001 up to and including \$100,000 \$50.00
- Gross receipts greater than \$100,000 use the business tax rate below.

Business Tax Rates (GR \$100,001 plus):

- Amusements \$.36 per \$100
- Builder & Developer \$.05 per \$100
- Business & Personal Service \$.21 per \$100
- Massage Therapy \$.21 per \$100
- Contractors (**Requires VA state Contractor's license and workman's comp**) \$.13 per \$100
- Federal Research and Development \$.03 per \$100
- Hotel/Motels, Lodging (Requires Monthly Transient Occupancy Tax) \$.26 per \$100
- Money Lenders \$.20 per \$100
- Professional Service \$.40 per \$100
- Real Estate Brokers \$.40 per \$100
- Repair Service, Retail \$.13 per \$100
- Restaurants and Delis (Requires Monthly Meals Tax) \$.13 per \$100
- Telephone 1/2 of 1%
- Wholesale Merchant (Gross Purchases) \$.05 per \$100

Alcoholic Beverages:

- Wholesale beer \$25.00
- Retail on premise beer/wine \$37.50
- Retail off premise beer/wine \$37.50
- Retail on and off premises beer/wine \$75.00
- Banquet license \$5.00/day

Alcoholic Mixed Beverages:

- 0 – 100 seating \$200.00
- 100 – 150 seating \$350.00
- 150 or more seating \$500.00

Coin Operated Machines Tax Rates Schedule

Business Tax Rates:

- Annual gross receipts up to and including \$50,000 \$30.00
- Annual gross receipts of \$50,001 up to and including \$100,000 \$50.00
- Gross receipts greater than \$100,000 \$.36 per \$100

Flat Fee per number of machines:

- 3 to 10 machines \$20.00 per machine
- 10 or more machines \$200.00 for all machines