



Scott A. Mayausky
Commissioner of the Revenue
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BUSINESS REGISTRATION FORM

Legal Business Name _____

DBA (Doing Business As) _____

Mailing Address _____

Physical Location _____

Principle Business Activity _____

Date Business Started in Stafford _____

Type of Entity: Sole Proprietor ___ Partnership ___ LLC ___ Other _____

Is this Business Home Based? Yes ___ No ___

Corporate Name	_____
Corporate Mailing Address	_____ _____
Officers of the Corporation	_____
Contact Name & Phone #	_____

Business Owner's Name _____

SSN of Owner _____ - _____ - _____

EIN/Fed ID # _____ - _____

Business Phone # (____) - ____ - _____

Cell Phone# (____) ____ - _____

Email _____

Website _____

*If you have vehicle(s) registered in the business or you use a personal vehicle **more than 50%** in this business, please complete information below*

Vehicle #1

Year: _____ Make: _____ Model _____

VIN: _____

Vehicle #2

Year: _____ Make: _____ Model _____

VIN: _____

*Additional vehicles should be submitted on separate sheet.

Do you hold items for resale (inventory)? Yes ___ No ___

Does your business rent heavy equipment to others? Yes ___ No ___

Does your business rent items to others (ex: tools, small equipment, party supplies, etc.)? Yes ___ No ___

****MEALS TAX** Restaurants/Food Trucks/Mobile Vendors - Must Complete**

Does your business sell prepared foods? Yes ___ No ___

If you selected yes, state the class type (restaurant, catering, food truck, etc.) _____

_____ I understand if my business sells prepared food/meals, Virginia Code Section 58.1- 3833 and Stafford County Code Chapter 23 Article VII requires me to:

- charge 5% county meals tax
- file a monthly sales report
- pay collected taxes

Failure to collect, file and remit meals tax is a violation of the law

****TRANSIENT OCCUPANCY TAX** Hotels/Motels/Lodging - Must Complete**

Does your business offer rooms to rent to others? Yes ___ No ___

If you selected yes, state the class type (hotel, motel, bed & breakfast, etc.) _____

_____ I understand if my business offers lodging, Virginia Code Section 58.1- 3819 and Stafford County Code Chapter 23 Article VI requires me to:

- charge 7% county transient occupancy tax
- file a monthly sales report
- pay collected taxes

Failure to collect, file and remit transient occupancy is a violation of the law

* Initial next to each statement to acknowledge you have read and understand the following:

_____ I understand that by submitting this form I am requesting the Commissioner of the Revenue to open a business tax account for the listed business.

_____ I understand that all assets used in the business and inventory on hand are taxable and I must complete and submit a business filing each year by February 15th as required by law.

_____ I understand that failure to provide an annual filing will result in a tax assessment, with penalty, of my business property and inventory.

_____ After submitting this form, if I close my business, or never actively operate the above- mentioned business, I must notify the Commissioner of the Revenue Office by submitting a Closed Business Affidavit.

Signature: _____