

## HOW TO ACCESS BUSINESS TAX FILING FORMS



Online at  
[www.Albemarle.org/Government/Finance](http://www.Albemarle.org/Government/Finance)



Request filing forms via email at  
[Tax@Albemarle.org](mailto:Tax@Albemarle.org)



Call 434-296-5852 to request forms be  
emailed or mailed



Request filing forms in person

## HOW TO FILE BUSINESS TAXES



Online at  
[www.AlbemarleCountyTaxes.Org/business](http://www.AlbemarleCountyTaxes.Org/business)



Email your filings to  
[Tax@Albemarle.org](mailto:Tax@Albemarle.org)



Mail your filings  
✓ Department of Finance and Budget  
Business & Personal Tax Unit  
401 McIntire Rd, Suite 133  
Charlottesville, VA 22902



Drop off filings in sealed envelope at  
payment Drop Box  
✓ Located in upper and lower parking lots at  
McIntire County Office Building



File in Person

## STARTING A BUSINESS CHECKLIST

- ✓ Zoning Approval from Albemarle County's Community Development Department (Required but does not have to be obtained prior to applying for a Business License) [www.albemarle.org/government/community-development](http://www.albemarle.org/government/community-development)
- ✓ Social Security Number or Federal Employer ID (FEIN) number (Apply for FEIN at [www.irs.gov/small-business](http://www.irs.gov/small-business))
- ✓ If Business has a trade name, copy of trade name registration with the SCC ([www.scc.virginia.gov](http://www.scc.virginia.gov))
- ✓ If Business is general partnership, limited partnership, corporation, business trust, or limited liability company, copy of state corporation commission registration ([www.scc.virginia.gov](http://www.scc.virginia.gov))



## Contact Us

Have tax questions?

Contact us and we can help.

**434-296-5852 for Business & Personal Tax Unit**

- Business License
- Business Tangible Personal Property
- Food & Beverage and Transient Occupancy Tax
- Personal property valuation questions
- Sold, purchased, junked, totaled, etc. a vehicle
- Real Estate Tax Relief for the Elderly and Disabled
- Disabled Veterans Personal Property Exemption

**434-296-5851 for Payment Processing Unit**

- Inquiries about how much to pay or balances
- Delinquent debt collections
- DMV Stops and Set-Off Debt

### Dog Tag Information

- Please call Pet Data at 833-991-0933



[Tax@Albemarle.org](mailto:Tax@Albemarle.org)



[www.Albemarle.org/Finance](http://www.Albemarle.org/Finance)

## Department of Finance & Budget

Office of Revenue Administration

401 McIntire Road

Charlottesville, Virginia 22902

Monday–Friday

8 am – 5 pm

Albemarle County's Economic Development Authority assists qualified businesses and industries who plan to expand or locate within the county by administering grant and bond programs that support economic vitality. To learn more, visit us online at [www.enablealbemarle.org](http://www.enablealbemarle.org).



Business License,  
Business Tangible  
Personal  
Property, &  
Machinery and  
Tools



## BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE (BPOL)

### When is a Business License required?

A business license is required of almost all businesses operating in or from Albemarle County.

### What is the Business License tax based on?

Business License taxes and/or fees are based on the type of business and actual or estimated gross receipts. For a list of current tax rates for Business License taxes, see Albemarle County Code, Chapter 8. Out-of-Locality Contractors should report only gross amounts earned in Albemarle County.

### In what circumstance is a business exempt from obtaining a business license?

Businesses with gross receipts of \$25,000 or less per year are generally exempt from paying a fee to obtain a business license. However, an application should be filed with the Department of Finance and Budget.

### How often and when does a Business License have to be renewed?

Business Licenses must be renewed annually by March 1<sup>st</sup> each year.

### When starting a new business, what are the requirements and the timeline to apply for a Business License?

New businesses are required to make an estimate of gross receipts and file a NEW Business Application within 30 days of beginning the business.

### When are Business License tax payments due?

For gross receipts greater than \$25,000 and less than \$100,000 the \$50 fee is due by March 1<sup>st</sup>. For gross receipts of \$100,000 and over payment is due by June 15<sup>th</sup>.

### What is the late filing and late payment penalty?

A 10% penalty of the tax is imposed upon the failure to file the application by March 1<sup>st</sup> of within 30 days of starting the business. A 10%

penalty of the tax is imposed upon the failure to pay the license tax or the license fee by the appropriate due date.

### When is an Alcoholic Beverage Control license needed?

The County charges license fees for the sale or production of certain alcoholic beverages if a business has a Virginia Department of Alcoholic Beverage Control license.

## BUSINESS TANGIBLE PERSONAL

### Who must file a Business Tangible Personal Property (BTPP) Tax Return?

Every taxpayer owning or renting furniture, fixtures, and equipment (BTPP) or Machinery and Tools used in a business or professional occupation in the County.

### What is filed on the BTPP Return?

An itemized list of the cost of BTPP, machinery and tools, and expensed items as of January 1, segregated by year of acquisition, including fully depreciated/expensed items. Cost includes sales and use tax, plus freight and installation costs.

- ✓ Miscellaneous and incidental tangible personal property with an original cost of less than \$500 may be provided as an aggregate estimate of the total cost of all such property, in lieu of an itemized list.
- ✓ Do not write or stamp "see attached" or "same as last year."
- ✓ Expensed property includes all Internal Revenue Code Section 179 deductions.
- ✓ Do not include vehicles or other exempt items.
- ✓ Report the name and address of lessor for leased property, do not include cost of leased equipment.

### When is the filing deadline for the BTPP Tax Return?

The filing deadline is May 1<sup>st</sup> of the current tax year.

### What happens if a business does not file BTPP Tax Return?

Any taxpayer who fails to file a return required by Virginia Code §58.1-3815 shall be subject to a penalty of 10% of the tax assessable on such return or \$10, whichever is greater. The Director of Finance and Budget is required by law to make an assessment based on the best available information and a bill will be issued accordingly. In addition to the late filing penalty, any applicable penalties for nonpayment will be assessed.

### When are the BTPP Tax payments due?

Payments are due June 25<sup>th</sup> and December 5<sup>th</sup>. Returns filed after June 25<sup>th</sup> receives a supplemental bill that will include all applicable penalties for nonpayment.

### What is the BTPP tax rate?

\$4.28 per \$100 or (0.00428).

### What percentage of original cost is used for the assessment valuation of BTPP?

1 <sup>st</sup> Year =	25.0%
2 <sup>nd</sup> Year =	22.5%
3 <sup>rd</sup> Year =	20.0%
4 <sup>th</sup> Year =	17.5%
5 <sup>th</sup> Year =	15.0%
6 <sup>th</sup> Year =	12.5%
7 <sup>th</sup> Year and Older =	10.0%

### Does a business owe BTPP Tax if it is closed or moved out of the County?

BTPP is not subject to proration. All property is taxed for the entire year, even if the property is sold or moved out of the county after January 1<sup>st</sup> of the current year.

## MACHINERY AND TOOLS

Businesses classified as a manufacturer, miner, radio, or television broadcaster, dairy, dry cleaner, or laundry business are required to report machinery and tools separately. A business classified as a processor is required to report both machinery and tools along with furniture, fixtures, and equipment.