



County of Albemarle
DEPARTMENT OF FINANCE & BUDGET
OFFICE OF REVENUE ADMINISTRATION

BUSINESS & PERSONAL TAX UNIT
 Tax@albemarle.org
 tel: 434-296-5852
 Monday – Friday: 8 AM – 5 PM
 800-828-1120 TTY – Fax: 434-243-7906

2026 BUSINESS LICENSE RENEWAL - DUE MARCH 2, 2026

FILE ONLINE AT AlbemarleCountyTaxes.Org/Business

File by **MARCH 2, 2026**, to avoid a 10% Late Filing Penalty. Please fill out renewal application completely to avoid late filing penalties. The information needed to complete this renewal application can be obtained from previous business license certificate or the BPOL Renewal Notice mailed to you.

STEP 1: ACCOUNT NUMBER

ENTER your Albemarle County Account Number:

STEP 2: BUSINESS INFORMATION

Legal Name:		Trade Name:	
Albemarle County Location Address: (MUST FILE RENEWAL FOR EACH LOCATION)			

IMPORTANT: See page 2 to update your mailing and/or Albemarle County location address

STEP 3: BUSINESS LICENSE(S)

Business is Closed/Moved Out of Albemarle County – **MUST ENTER CLOSURE DATE:** _____ (MM/DD/YYYY)

MUST provide gross receipts below if business was still operating as of January 1, 2025.

Gross Receipts includes receipts from sales made, services rendered, or activities conducted from a place of business within the County, including ABC sales (ABC sales must be included with total retail or wholesale gross receipts).

MUST PROVIDE GROSS RECEIPTS TO DETERMINE BUSINESS LICENSE FEE OR TAX

A. Type of Business License(s)	B. 2025 Actual Gross Receipts REQUIRED	C. 2026 Estimated Gross Receipts REQUIRED IF you began AFTER 1/1/25 ONLY	D. Rate If Gross Receipts of \$100,000 or more	E. Flat Tax

IMPORTANT NOTICE FOR HOMESTAYS & ACCOMMODATIONS PROVIDERS: Effective January 1, 2026, you are required to complete an Accommodations Provider Annual Attestation each year with your Business License Renewal.

IMPORTANT NOTICE TO CONTRACTORS: You must provide a copy of your Workers' Compensation Verification with your business license renewal.

If the company started a new line of business or added a new location, please complete a new business license application found online at <https://www.albemarle.org/government/finance/business-license-taxes/start-a-business>

- IF gross receipts are \$25,000 or less in columns B or C, there is **NO FEE**.
- IF gross receipts are greater than \$25,000 but less than \$100,000 in columns B or C, there is a **\$50 LICENSE TAX FEE DUE MARCH 2, 2026**.
- IF license tax is based on a Flat Tax Fee in Column E, the **TAX IS DUE MARCH 2, 2026**.
- IF gross receipts are \$100,000 or more, multiply the gross receipts by rate, the **LICENSE TAX FEE IS DUE JUNE 15, 2026**.

(Make Checks Payable to: Albemarle County) **GRAND TOTAL DUE BY MARCH 2, 2026:** \$ _____

STEP 4: DECLARATION OF TAXPAYER

I declare that the foregoing statements and amounts are true and correct to the best of knowledge and belief. I understand that it is a misdemeanor for any person to willfully subscribe to a return that is not believed to be true and correct as to every material matter. (Virginia Code 58.1-11)

Contact Name:		Email:		Telephone:	
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Owner/Partner/Officer Signature: _____ Date: _____

Submission of an incomplete renewal application may result in denial of your application, late filing penalties, and late payment fees.

ARE YOU CLAIMING A VEHICLE(S) FOR BUSINESS USE?

If you are claiming a vehicle(s) for business use on your federal income taxes, please provide the details below. A vehicle used more than 50 percent for business purposes, under the Personal Property Tax Relief Act of 1998 (PPTR), is considered by State Law to have a business use and does not qualify for PPTR.

YEAR	MAKE	MODEL	VIN

CHANGE OF ADDRESS(ES)

NEW Mailing Address:	Street:
	City, State and Zip:
NEW Location Address:	Street:
	City, State and Zip:

HOW TO SUBMIT BUSINESS LICENSE RENEWAL FILING

Submit your completed renewal application using one of the following methods:

- **Email:** Tax@Albemarle.org
- **Mail:** 401 McIntire Road, Suite 133, Charlottesville, Virginia 22902
- **Drop off** in-person at the McIntire Office building during business hours or in one of the “Payment” boxes in the McIntire Office parking lot
- **Fax:** 434-243-7906

LATE FIILNG AND/OR LATE PAYMENT PENALTIES

- License Fee or Flat Tax payments not made by March 2, 2026, shall be subject to a Late Payment Penalty of 10%, effective March 3, 2026, plus interest fees of 10% per annum, effective April 1, 2026.
- Department of Finance and Budget will issue BPOL tax bills in May 2026, for business licenses based on tax rates calculations. Payments not made by June 15, 2026, shall be subject to a Late Payment Penalty of 10%, effective June 16, 2026, plus interest fees of 10% per annum, effective July 1, 2026.
- Late Payment Penalty is not applicable when Late Filing Penalty has been assessed.

CONTACT US IF YOU NEED HELP OR HAVE QUESTIONS

- Visit us online at <https://www.albemarle.org/government/finance/business-license-taxes/existing-businesses>
- Email us at Tax@albemarle.org
- Call us at 434-296-5852
- Schedule a virtual or in-person appointment with us at Albemarle.org/government/finance/business-license-taxes

THANK YOU FOR DOING BUSINESS IN ALBEMARLE COUNTY AND FOR SUBMITTING YOUR BUSINESS LICENSE RENEWAL AND PAYMENT BY THE STATED DUE DATES!

OFFICE USE ONLY

Please provide the information for the item(s) selected below on your 2026 Business License Application.

- Actual Gross Receipts for 2025
 Estimated Gross Receipts for 2026

If your gross receipts are \$25,000.00 or less, no Business License fee is required. Please do not send payment.