



20__ Coin Operated Machines - Business Renewal Application
 YEAR

FOR OFFICE USE ONLY:	
Bill #: _____	Revenue Clerk: _____ (initial/date)

License Number: _____ Federal Tax Id or SSN: _____

Business Name: _____

Business Address: _____

Is this a new location? No _____ Yes _____ (if yes, please contact Community Development)

Mailing Address: _____

Telephone: _____ Email: (required) _____

NAICS Code: _____ Number of employees: _____

Sections	Details	Gross Receipts	X Tax rate (If <\$100K use flat fee OR 0.36 per \$100 GR)	= Tax	Penalty (10% if paid after March 1 st)*	Sub Total
Gross Receipts	<u>ACTUAL</u> Gross Receipts for prior year**	\$		\$	\$	\$
Number of Coin Operated Machines	3 - 10 machines 10+ machines	N/A	Flat fee: 3-10= \$20.00/each 10+ = \$200.00 all	\$	\$	\$
SUB TOTAL DUE					\$	***

* Your license renewal must be filed, and taxes paid by March 1st of the present year. Failure to file and/or pay will result in a 10% penalty.

** Please enclose a copy of your previous year's U.S. Federal Income tax filing, identifying your actual gross receipts. If not available, please submit a copy of your prior year's Profit & Loss (P&L) or Income Statement.

*** If you are renewing for the first time or an error was made in the calculation, adjustments may be made, and an email will be sent with additional payment information if applicable.

Declaration: I declare that the statements and amounts herein given are true, full, and correct to the best of my knowledge and belief. I am empowered by the firm/company to make this declaration.

Print name and title: _____

Signature: _____ Date: _____

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 |
-

Required Federal Tax Documentation

When returning your completed and signed application with your payment, please remember to enclose a copy of the portion of your **prior year U.S. Federal Income tax filing** which identifies your reported gross receipts. For example, your **form 1120 or 1120-S for corporations, form 1065 for partnerships, and form 1040 schedule C for sole proprietors**. If your tax records for 2023 are not available by March 1st, please submit other proof of gross receipts: profit & loss (P&L) statement, or income statement.

General Information about Gross Receipts

“**Expenses**” are not allowable for most businesses.

“**Gross Receipts**” means the whole entire, total receipts, without deduction.

“**Gross Purchases**” means all goods, wares and merchandise received for sale at each definite place of business of a wholesale merchant.

For a description of the Town’s BPOL ordinances, including classification and rates, deductions and exclusions please visit the Town of Herndon website at www.herndon-va.gov and click on Government, Town Code & Adopted Policies. [Town Code & Adopted Policies](#) | [Town of Herndon, VA \(herndon-va.gov\)](http://Town of Herndon, VA (herndon-va.gov)).

If you required additional information or assistance, please contact us at 703-787-7358 or email us at revenue@herndon-va.gov.