

**FOR OFFICE USE ONLY:**

Town of Herndon business license #: \_\_\_\_\_ Bill #: \_\_\_\_\_ Revenue Clerk: \_\_\_\_\_

**Business Category**

Contractor

**Summary of Business Activities:** \_\_\_\_\_  
 \_\_\_\_\_

**NAICS Code:** \_\_\_\_\_

([www.naics.com](http://www.naics.com))

Individual  Partnership  Corporation  LLC

**Federal Tax ID or Social Security #:** \_\_\_\_\_

**Business name:** \_\_\_\_\_  
 \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date Business began/will begin in Herndon:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Section 1 – License Measured by Gross receipts**

(Estimate gross receipts from beginning through end of current year)

Estimated Gross Receipts: \_\_\_\_\_

Tax rate: \_\_\_\_\_ .13 per 100

Tax: \_\_\_\_\_

Penalty/Interest: \_\_\_\_\_

Total: \_\_\_\_\_

**Section 2 – Owner or applicant information:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Print title: \_\_\_\_\_

Date: \_\_\_\_\_

**Have you included?**

- Copy of Virginia DPOR Contractor License.
- Copy of Worker’s Comp. certification Form 61A

**Note:**

- Business License Renewals are DUE March 1<sup>st</sup>, declaring prior year gross receipts for jobs within the Town of Herndon limits.

If you have any business-related questions, please contact the town's Finance Department office. Applications can be submitted in person or mailed to 777 Lynn St. Herndon, VA 20170. You can also submit application online via email at [revenue@herndon-va.gov](mailto:revenue@herndon-va.gov).