



FREDERICK COUNTY, VIRGINIA

SETH T. THATCHER, COMMISSIONER OF THE REVENUE



INSTRUCTIONS - ONLINE RENEWAL OF BUSINESS LICENSE

DUE MARCH 1 (or first business day thereafter)

*** The online filing must be submitted by 11:59 pm of the DUE DATE ***

Frederick County, Virginia

[e-mail Business Division](#)

[e-mail Real Estate Division](#)

[e-mail Personal Property Division](#)

Business Division

To Access this site, please acknowledge the following statement:

Disclaimer

This website uses social security numbers for official tax business only. Social security numbers are regarded as confidential and are not provided to third parties, pursuant to Va. Code, Section 58.1-3 and Section 58.1-3017. Your social security number is protected on our site using a fully secure transaction server and is not retained on any internet accessible file. Frederick County relinquishes any responsibility for the use of another person's Social Security Number, without their consent, in order to view or alter their tax records.

While using this site, however, you are responsible for the protection of your own computer against "spyware" programs which could compromise information entered on your own computer. "Spyware" programs may be encountered when visiting other sites on the Internet, but not from the Frederick County website.

The Frederick County Commissioner's Office makes every effort to produce and publish the most current and accurate property tax information possible. No warranties, expressed or implied, are provided for the data herein, for its use, or its interpretation. Neither Frederick County nor the Commissioner's Office assumes any liability associated with use or misuse of this data.

Enter your BUSINESS LICENSE ACCOUNT NUMBER **exactly** as it appears on your actual Business License or on the renewal letter sent to you.

Enter your BUSINESS NAME **exactly** as it appears on your Business License – it could be your full name or the name your business is trading as. Only use commas, spaces, periods, and other punctuation **exactly** as they appear in your business name. Use the word "and" or the symbol "&" to **exactly** match your business name. ("It may be sufficient to enter just the first word of your business name or your last name along with your account number in order to access your record.")

Examples – specifically enter:

Photos R Us Inc.
M & N Photos
Mason Photography
Nonna A. Mason

e-mail Real Estate Division e-mail Personal Property Division

Verify your account record information as listed below. (e.g., new address or now using a Federal EIN rather than a Social Security Number). If any changes are necessary, please go to www.fcva.us/biztax and complete a "Change Contact Information" or "Moving Business to a New Location" form.

Close This Window

Frederick Home Business Division

Main Menu Business Licenses Consumer Tax Business Personal Property Filing Update Business Information

Renew a Business License

Renew Business Licenses for TEST HEIDI LARGENT

Tax Year: 2018 Name: TEST HEIDI LARGENT
 Social Security # or Federal ID# (EIN): *****1111 Address: 107 N KENT ST
 Acct#: 20058 WINCHESTER VA Zip: 22601

INSTRUCTIONS

- * Enter Actual Gross Receipts (or Gross Purchases, if Wholesaler) below. If multiple business classifications or categories, enter amounts separately for each.
- * Gross Receipts (Gross Purchases for Wholesalers) must be entered as a rounded whole number without a dollar sign, without a comma, and without a decimal point or cents.
 Example: For \$14,320.85, enter For \$0.00, enter
- * Those in business for less than 1 year and out-of-jurisdiction contractors will also be prompted to enter your Estimated Gross Receipts (Gross Purchases for Wholesalers) for the current year.
- * For applicable Retailers, Gross Receipts for Beer, Wine, and Mixed Beverages etc. must be included in the entered amount. Flat fees will automatically be added.
- * THEN CLICK THE "CALCULATE TAX" BUTTON TO COMPUTE THE TAX.

ENTER Gross Receipts (or Gross Purchases for Wholesaler) BELOW

CONTRACTOR	
Enter ACTUAL Gross Receipts from January 2017 through December 2017	\$ Rounded whole number 00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018	\$ Rounded whole number 00
LOTTERY, MONEY ORDERS, ETC(COMMISSION SALES)	
Enter ACTUAL Gross Receipts from January 2017 through December 2017	\$ Rounded whole number 00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018	\$ Rounded whole number 00
RETAIL MERCHANT	
Enter ACTUAL Gross Receipts from January 2017 through December 2017	\$ Rounded whole number 00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018	\$ Rounded whole number 00

Previous Calculate Tax

Sample account with prior year estimate

Frederick Home Business Division

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Renew a Business License

Renew Business Licenses for TEST JOHN ZIERCHER

Tax Year: 2018 Name: TEST JOHN ZIERCHER
 Social Security # or Federal ID# (EIN): *****3333 Address: 107 N KENT ST
 Acct#: 20082 WINCHESTER VA Zip: 22601

INSTRUCTIONS

- * Enter Actual Gross Receipts (or Gross Purchases, if Wholesaler) below. If multiple business classifications or categories, enter amounts separately for each.
- * Gross Receipts (Gross Purchases for Wholesalers) must be entered as a rounded whole number without a dollar sign, without a comma, and without a decimal point or cents.
 Example: For \$14,320.85, enter For \$0.00, enter
- * Those in business for less than 1 year and out-of-jurisdiction contractors will also be prompted to enter your Estimated Gross Receipts (Gross Purchases for Wholesalers) for the current year.
- * For applicable Retailers, Gross Receipts for Beer, Wine, and Mixed Beverages etc. must be included in the entered amount. Flat fees will automatically be added.
- * THEN CLICK THE "CALCULATE TAX" BUTTON TO COMPUTE THE TAX.

ENTER Gross Receipts (or Gross Purchases for Wholesaler) BELOW

CONTRACTOR	
Enter ACTUAL Gross Receipts from January 2017 through December 2017	\$ Rounded whole number 00
RETAIL MERCHANT	
Enter ACTUAL Gross Receipts from January 2017 through December 2017	\$ Rounded whole number 00

Sample account not on a prior year estimate

WARNING: Proof of Gross Receipts (or Gross Purchases if wholesaler) may be required!!

Per the Code of Virginia, the Commissioner has the authority to require taxpayers (individuals or entities) to furnish information and access to books of account or other papers and records for the purpose of verifying the taxes of such taxpayers and procuring the information necessary to make a complete assessment of tangible and intangible personal property as well as license taxes for the current tax year and three prior tax years.

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Business Division

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Renew a Business License

Renew Business Licenses for TEST HEIDI LARGENT

Tax Year: 2018 Name: TEST HEIDI LARGENT
Social Security # or Federal ID# (EIN): *****1111 Address: 107 N KENT ST
Acct#: 20058 WINCHESTER VA Zip: 22601

INSTRUCTIONS

- * Enter Actual Gross Receipts (or Gross Purchases, if Wholesaler) below. If multiple business classifications or categories, enter amounts separately for each.
- * Gross Receipts (Gross Purchases for Wholesalers) must be entered as a rounded whole number without a dollar sign, without a comma, and without a decimal point or cents.
Example: For \$14,320.85, enter 14321 For \$0.00, enter 0
- * Those in business for less than 1 year and out-of-jurisdiction contractors will also be prompted to enter your Estimated Gross Receipts (Gross Purchases for Wholesalers) for the current year.
- * For applicable Retailers, Gross Receipts for Beer, Wine, and Mixed Beverages etc. must be included in the entered amount. Flat fees will automatically be added.
- * THEN CLICK THE "CALCULATE TAX" BUTTON TO COMPUTE THE TAX.

ENTER Gross Receipts (or Gross Purchases for Wholesaler) BELOW

CONTRACTOR

Enter ACTUAL Gross Receipts from January 2017 through December 2017 \$ 10,000.00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018 \$ 15,000.00

LOTTERY, MONEY ORDERS, ETC(COMMISSION SALES)

Enter ACTUAL Gross Receipts from January 2017 through December 2017 \$ 5,000.00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018 \$ 5,000.00

RETAIL MERCHANT

Enter ACTUAL Gross Receipts from January 2017 through December 2017 \$ 15,000.00
Enter ESTIMATED Gross Receipts from January 2018 through December 2018 \$ 10,000.00

Previous

Calculate Tax

Check all the amounts on this screen once more. (Note that if you provided an Estimate of Gross Receipts last year, the Total Due of the calculated tax includes the adjustment after comparing that Estimate to the Actual Gross Receipts.) If the amount is correct, click the "Verified/Continue" button.

Close This Window

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Renew a Business License

Business License Tax Calculation for TEST HEIDI LARGENT

Tax Year: 2018 Name: TEST HEIDI LARGENT
Federal ID#/Social Security Number: *****1111 Address: 107 N KENT ST
Acct#: 20058 WINCHESTER VA
Zip: 22601

Review the calculated Tax Amount(s) below. If the Tax Amount(s) is correct based on the Gross Receipts (or Gross Purchases for Wholesalers) you entered, then click "Verified / Continue." If the Tax Amount(s) is not correct, then click "Previous" and enter your correct Gross Receipts (or Gross Purchases for Wholesalers).

Business License Type	Actual Receipts	Estimated Receipts	Tax Amount
CONTRACTOR	\$10,000.00	\$15,000.00	\$80.00
LOTTERY, MONEY ORDERS, ETC(COMMISSION SA	\$5,000.00	\$5,000.00	\$60.00
RETAIL MERCHANT	\$15,000.00	\$10,000.00	\$80.00

Previous

Verified / Continue

Total Due - \$220.00

Pay Total Tax due and proceed to checkout.

Frederick Home **Business Division**

Main Menu Business Licenses Consumer Tax Business Personal Property Filing Update Business Information

Online Signature/Filer Information

The owner must sign file this renewal application. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed/ filed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign file. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein is true, complete, and correct to the best of my knowledge and belief, (2) that I understand the limits of this Business License, and (3) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign file.

In lieu of an actual signature, you must select the radio button and then provide the information requested below: <- CLICK HERE

Name of Person Signing/Filing:

Filer's Title/Capacity to Sign/File:

Filer's Daytime Telephone No.:

Filer's Fax No.:

Filer's Email:

YOU MUST CLICK "SUBMIT RENEWAL APPLICATION AND CONTINUE" IN ORDER TO TRANSMIT YOUR RENEWAL APPLICATION and SEE ADDITIONAL INSTRUCTIONS TO COMPLETE THIS PROCESS.

Tax Amount	
000.00	\$80.00
000.00	\$60.00
000.00	\$80.00
Total Due -	\$220.00

Frederick Home **Business Division**

Main Menu Business Licenses Consumer Tax Business Personal Property Filing Update Business Information

Online Signature/Filer Information

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In lieu of an actual signature, you must select the radio button and then provide the information requested below: <- CLICK HERE

Name of Person Signing/Filing:

Filer's Title/Capacity to Sign/File:

Filer's Daytime Telephone No.:

Filer's Fax No.:

Filer's Email:

YOU MUST CLICK "SUBMIT RENEWAL APPLICATION AND CONTINUE" IN ORDER TO TRANSMIT YOUR RENEWAL APPLICATION and SEE ADDITIONAL INSTRUCTIONS TO COMPLETE THIS PROCESS.

Tax Amount	
000.00	\$80.00
000.00	\$60.00
000.00	\$80.00
Total Due -	\$220.00

Frederick Home **Business Division**

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Renew a Business License

Business License Renewal Application - Confirmation

Your Business License Renewal Application has been submitted and is subject to review by the Commissioner of the Revenue.

YOU WILL NOT RECEIVE A BILL or AN INVOICE FOR YOUR RENEWAL. THE COPY YOU PRINT OUT IS YOUR BILL/INVOICE/FILE RECORD.

You must print a copy of your submitted BL Renewal Application which indicates your calculated tax/fee that can be paid now, but must be paid by April 1.

Click the link below **right now**, and then choose to "Open" (and print) or "Save." Again, a receipt/copy/bill will NOT be mailed to you for your files or for payment purposes.

[LINK to Print or Save Invoice/Copy \(PDF\) of YOUR FILED RENEWAL APPLICATION](#)

(after you have printed your submitted BL Renewal Application)

Renew a Business License

BUSINESS FILING OF RETURN OF TANGIBLE PERSONAL PROPERTY

(Business Equipment & Furnishings etc.)

**** ALL BUSINESSES ****
(except Manufacturers or Processors - see below)

RETURN OF TANGIBLE PERSONAL PROPERTY
(Business Equipment & Furnishings - Form 762B)
[OnLine Link](#)

MANUFACTURERS ONLY

RETURN OF TANGIBLE PERSONAL PROPERTY
(Manufacturing Equipment - Form 762M)
[OnLine Link](#)

PROCESSORS ONLY

RETURN OF TANGIBLE PERSONAL PROPERTY
(Processing Equipment - Form 762P)
[OnLine Link](#)

OR

Link to BUSINESS DIVISION WEBSITE
[Printable FORMs 762B, 762M & 762P](#)
RETURN OF TANGIBLE PERSONAL PROPERTY

BUSINESS PERSONAL PROPERTY RETURN

due **annually** BY MARCH 1st or first business day thereafter (even if no change from prior year)

* **All businesses** must **annually** complete a Return of Tangible Business Personal Property owned, leased, rented, or borrowed, as of January 1 of any year, which was used or available for use in a business/profession and which was located in Frederick County.

* Examples: machines, equipment, computers, desks, chairs, hand-held tools, forklifts, cribs, hair dryers, ladders, signage, etc.

* If "0" or "none" is listed, an explanation describing how you are able to operate a business without tangible personal property must be provided.

* Writing "0" or "none" without an explanation or "same as last year" constitutes a non-filing and will result in a penalty.

* Once completed **online**, the previously online filed information (list of property etc.) will appear the following year for your review and edit or resubmission.

* If additional space for listing personal property is needed, a list can be emailed to mprice@fcva.us or faxed to 540.667.6487.

* **NO BUSINESS PERSONAL PROPERTY TAX PAYMENT IS DUE NOW.** Business Personal Property tax is billed in halves. Bills are sent out in May and November, and payments are due: half by June 5 and half by December 5. This is a non-prorated tax.

NOTE (if not completed now):

• Personal Property Return is due by MARCH 1st or first business day thereafter or a late filing penalty will be added.

CONTRACTORS CONTINUE HERE

ALL OTHER BUSINESSES CONTINUE HERE

Renew a Business License

Business License Renewal Application - Final Steps for CONTRACTORS

** ALL CONTRACTORS **

Workers Compensation Insurance

(State requirement that this must be filed annually even if not required to obtain Workers Comp Ins.)

Note: New option with VA WORKER'S COMPENSATION COMMISSION (WCC): To file your required form, you can either:

- (1) Use the "WCC Link" below which will take you directly to the WCC website <https://webfile.workcomp.virginia.gov/portal/wcc-portal/Form61A>. Once completed & submitted online, you must **immediately save/download and/or print the "Insurance Acknowledgment"** of compliance sent back to you from the WCC as directed. You will then need to email "jmiller@fcva.us" attaching the saved "Insurance Acknowledgment" or you can print and deliver, mail, or fax it to the Frederick County Commissioner. --OR--
- (2) Use the "FC OnLine Link" below which will take you to Frederick County's website for completing the form (which will be automatically sent us).

[WCC Link](#) -OR- [FC OnLine Link](#)

VA STATE LICENSED CONTRACTORS

VA State Contractor's License Info
(file if your State license has expired prior to filing this renewal)
[OnLine Link](#)

VA STATE LICENSED TRADESMAN

VA State Tradesman License Certification Info
(file if your State license/cert. has expired prior to filing this renewal)
[OnLine Link](#)

CONTRACTORS NOT STATE LICENSED

Statement & Affidavit
(for those not subject to VA State license/certification - contracting no jobs over \$1000)
[Link to Print Form](#)

NOTE (if not completed now):

• All applicable business license renewal additional info/forms are due by MARCH 1 or first business day thereafter.

• Your renewed business license CANNOT BE ISSUED until all applicable forms have been completed.

PREVIOUS

CONTINUE

Renew a Business License

Business License Renewal Application - PAYMENT

**** ALL BUSINESSES ****

RENEWAL PAYMENT

[Online Payment Link](#)

(to Treasurer)

Business License Renewal Payment is DUE BY APRIL 1

Payment can be made:

- online now via link above
- in person at Treasurer's Office at 107 North Kent Street
- by mail (payable to "Treasurer" and sent to):
Treasurer
PO Box 220
Winchester VA 22604

OR

- online later at www.fredtax.com

NO BUSINESS PERSONAL PROPERTY TAX (Business Equipment/Furnishings) PAYMENT IS DUE NOW.

Business Personal Property tax is billed in halves. Bills are sent out in May and November, and payments are due: half by June 5 and half by December 5.

For questions or problems regarding payment, the online payment program, or your balance, etc., please call the Treasurer at 540-665-5607.

PREVIOUS

CONTINUE

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Business Division

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Renew a Business License

Business License Renewal - EXIT

For more information, go to www.fcva.us/biztax or contact:

Business License –

- o Leighann Miller – 540.722.8328 or
- o Heidi Largent – 540.722.8329

Business License –

- o Maria Price – 540.722.8328

Business License or Equipment –

- o Leighann Miller – 540.722.8328

NOTE (if not completed now):

- All applicable Business License renewal forms are due by MARCH 1 (or first business day thereafter)
- Personal Property Return is due by MARCH 15 (or first business day thereafter)
- Business License Renewal payment is due by APRIL 1 (or first business day thereafter)
- Personal Property payment is due (billed in halves) by JUNE 5 and DECEMBER 5

PREVIOUS

EXIT BL RENEWAL PROGRAM NOW

NOTE (if not completed now):

- All applicable Business License renewal forms are due by MARCH 1 (or first business day thereafter)
- Personal Property Return is due by MARCH 1 (or first business day thereafter)
- Business License Renewal payment is due by APRIL 1 (or first business day thereafter)
- Personal Property payment is due (billed in halves) by JUNE 5 and DECEMBER 5