



# COUNTY OF SUSSEX, VIRGINIA

P. O. BOX 1398  
Sussex VA, 23884

Phone: 434-246-1022 Fax: 434-246-4503

Ellen G. Boone, Commissioner of the Revenue

## APPLICATION FOR COUNTY BUSINESS LICENSE

**2025**

**\*\*Important\*\***  
Applications must  
be filed by  
03/01/2024  
renewal for next  
year 03/01/2025

**Office use only**

License # \_\_\_\_\_ Account# \_\_\_\_\_

Date Business Began in Sussex: \_\_\_\_\_

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

Business Location: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

State License #: \_\_\_\_\_

(Contractors Only)

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

Employer ID#: \_\_\_\_\_

Person to Contact/Registered Agent: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Business: (please circle one) **Individual Partnership Corporation**

1. Gross Receipts Year 2024: (who was in business a full 12 months from January 1 through December 31)	
2. Gross Receipts Year 2024: (Estimated) (who began business after January 1)  If you began business after January 1 and filled in question 2, you must also complete section 2b.	
2b. Gross Receipts Year 2025: (Estimate receipts through December 31)	
3. Financial, Real Estate, and professional service contractors (see §32 of BPOL ordinance)	
<b>TOTAL TAX DUE:</b>	

**All retailers and wholesalers are exempt. Merchant's capital will continue to be taxed.**

**DECLARATION OF TAXPAYER:** I DECLARE THAT THE STATEMENTS AND FIGURES HEREON ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**NOTE: IT IS A MISDEMEANOR FOR ANY PERSON TO WILLFULLY SUBMIT A RETURN WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER. (CODE OF VA 58.1-11)**

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Business License rate of \$0.16 per one hundred dollars (\$100) with gross receipts over a certain threshold (\$18,750); otherwise the license fee is \$30.00. **To avoid late filing penalty 10% of the tax due, this application must be received on or before March 1. Make checks payable to the Treasurer of Sussex County.**