

2023

OUTSIDE CONTRACTORS RENEWAL

2023

City of Salem, Virginia

Commissioner of the Revenue
114 N Broad Street • P O Box 869 • Salem, VA 24153
Phone: (540) 375-3019 Fax: (540) 375-3048
rking@salemva.gov

PLEASE PROVIDE AND VERIFY

TRADE NAME:

RBS ACCOUNT #:

NAME AND ADDRESS:

STATE CONTRACTORS #:

EMAIL ADDRESS:

LOCAL CONTACT PHONE:

FAX NUMBER:

CORP REG AGENT:

CORP PHONE:

CHECK HERE IF YOU ARE A COMPANY THAT DOES NOT INTEND TO PERFORM WORK IN OUR LOCALITY IN THE NEAR FUTURE AND WOULD LIKE FOR YOUR CITY OF SALEM ACCOUNT TO BE CLOSED

MANDATORY - 2022 - LICENSE TAX ADJUSTMENT - SECTION MUST BE COMPLETED

Table with 5 columns: 2022 GROSS RECEIPT AMOUNT GENERATED IN SALEM, VIRGINIA; TAX RATE; 2022 SALEM BUSINESS LICENSE TAX DUE; 2022 TAX PAID TO SALEM; TOTAL TAX REMAINING DUE FOR 2022. Includes calculation line: \$. \$50 or X .0016 = \$. - = \$.

OPTIONAL - 2023 - LICENSE TAX CALCULATION - MUST COMPLETE IF 2023 LICENSE IS TO BE ISSUED

Table with 5 columns: 2023 ESTIMATED GROSS RECEIPTS TO BE GENERATED IN SALEM, VIRGINIA; FLAT FEE/TAX RATE; 2023 SALEM BUSINESS LICENSE TAX DUE; 2022 TAX REMAINING DUE FROM CHART ABOVE; TOTAL TAX DUE WITH THIS RETURN. Includes calculation line: \$. \$50 OR X .0016 = \$. + \$. = \$.

CHECK HERE IF YOU ARE BASED IN A LICENSING VA LOCALITY, HAVE ESTIMATED LESS THAN \$25000 FOR 2023, AND WOULD LIKE TO RECEIVE A 2023 SALEM LICENSE (BASE LICENSE LOCALITY AND LICENSE NUMBER MUST BE PROVIDED BELOW)

STATE/VA LOCALITY IN WHICH BUSINESS IS PHYSICALLY LOCATED:

2023 BUSINESS LICENSE # ISSUED BY THIS LOCALITY:

(ENTER N/A IF NO LICENSE WAS ISSUED; DO NOT INCLUDE DPOR # OR LICENSE # FOR LOCALITIES IN WHICH YOU ARE AN OUT OF AREA CONTRACTOR)

ATTEST: I, the undersigned applicant, do swear or affirm that the foregoing figures and statements are true, full, and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT: DATE:

NAME OF PREPARER: PHONE OR EMAIL:

Table with 2 columns: PENALTY (10% AFTER MARCH 1 (MIN . \$10)), INTEREST (.83% PER MONTH), AMOUNT DUE

RETURN WITH PAYMENT BY MARCH 1

Table with 1 column: RECD, PROCESSED, PAYMENT, OTHER, PERMIT TOTAL

PLEASE SEE BACK OF FORM FOR IMPORTANT INFORMATION AND INSTRUCTIONS

INSTRUCTIONS

- Type or print only. Please make sure all numbers are legible.
- Provide complete information. Please review the preprinted information at the top and ensure all numbers, emails, business names, etc. are accurate. Also if your Federal ID has changed please note change anywhere on the front of the form.
- Sign at the bottom of the form.
- Return form with a check payable to "City of Salem" by March 1st to avoid penalties and a lapse in licensure. Minimum license fee is \$50.00
- A 2023 license will be returned to you which will be needed to pull permits in our building and engineering department. If no payment is made for 2023 a license will not be issued.
- For additional forms visit our website at www.salemva.gov/departments/commissioner

IMPORTANT INFORMATION-PLEASE READ

- A 2023 license must be issued PRIOR to any permits being pulled in Salem during the 2023 year. Permits will not be issued without a current business license.
- A 10% penalty will be added if payment is not postmarked by March 1st. Interest will also accrue at a rate of 10% per annum.
- All subcontractors must obtain their own licensure when performing work in the City of Salem. If you are a general contractor please make sure all entities operating in the City have complied with the business license regulations.
- Contractors based in a licensing jurisdiction in Virginia are not required to obtain a license in Salem until completing \$25,000 worth of work for the year. A license number must still be assigned in the City of Salem for permits to be issued, although no payment will be required.