

COMMISSIONER OF THE REVENUE CITY OF MANASSAS PARK

One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8825
www.cityofmanassaspark.us

Dear Business Owner:

Enclosed is the application/renewal form for the City of Manassas Park Business, Professional and Occupational License. Current licenses expire on **December 31, 2019**.

If you are no longer in business in Manassas Park, please notify the Commissioner of the Revenue's office, in writing, stating the name of the business and the date you ceased to do business in Manassas Park.

Please report your gross receipts for the 2019 tax year, if you were in business for a full year. If you do not have the exact figure, please provide an estimate. If you started your business in 2019, please estimate the amount of gross receipts you expect to make in 2020. Adjustments will be made once you provide a copy of your income tax return. (If you have not already submitted your 2018 tax return, please do so at this time to prevent delays in processing)

Your **application must be filed by February 3**, to avoid paying a 10% late filing penalty. (If you do not have all the information, submit the information that you do have so you don't get a penalty)

Payments must be made by **March 2**, to avoid a late payment penalty. (§ 14-24 (a) of the Manassas Park City Code)

Contractors must provide a list of gross receipts filed with other jurisdictions for the current year. Flat fee licenses are not subtracted from your gross receipts. **A copy of your paid licenses to other jurisdictions must be provided, upon completion**, for auditing purposes. If you have not provided copies of these licenses for last year, you must do so or there may be an additional adjustment to your bill.

Contractors must file Virginia Workers Compensation form online and provide a copy of the "Contractors Certification of Insuring Liability for Workers' Compensation in Virginia" with your business license application.

Contractors outside of Manassas Park must notify this office if there are any adjustments to be made on last years license. If you have any new jobs in the City of Manassas Park for the current year, please list the job amount and location.

It is important to list vending & amusement machine owners, in the space provided on the back of the application, in order to avoid your company being billed for their licenses or personal property.