



## OUT OF TOWN CONSTRUCTION CONTRACTOR 2019 Initial Application for Business, Professional & Occupational License (BPOL) Tax

**Mail & Payable to:** Town of Leesburg, 25 W Market St, Leesburg, VA 20176  
• Email: bl@leesburgva.gov • Tel: 703-771-2723 • Fax: 703-771-2799

### General Information:

Applicant's Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Jobsite Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Description of Business \_\_\_\_\_  
Federal ID # \_\_\_\_\_ *OR* Social Security # \_\_\_\_\_  
Date Business Began in Leesburg \_\_\_\_\_ Business Type: ▶ Corporation ▶ Partnership  
(Circle One) ▶ Sole Proprietor ▶ LLC

OUT OF TOWN CONTRACTORS ARE NOT REQUIRED TO RENEW THEIR LICENSE EACH YEAR. IF IN ANY YEAR A CONTRACT IS OBTAINED TO DO WORK IN LEESBURG THEN THE CONTRACTOR SHOULD REAPPLY FOR THE LICENSE IN THAT YEAR.

### Tax Calculation (see instructions for contractors attached)

	<u>1<sup>st</sup> Category</u>
1. Type of Contractor	_____
2. 2019 Estimated Gross Receipts, for work in Leesburg only.	_____
3. Tax Rate	<u>0.10%</u>
4. Tax Amount	_____
5. Penalty	<u>0</u>
6. Interest	<u>0</u>
7. Total Amount Due	_____

I (we) do hereby certify that the information given and the amount(s) herein reported as gross receipts from this business/profession are true and correct.

Applicant/Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title of Applicant/Preparer \_\_\_\_\_ Email \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

DPOR # \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_



## **INSTRUCTIONS FOR CONSTRUCTION CONTRACTORS**

(Please file for future renewal information)

**This category is for contractors in the CONSTRUCTION TRADE ONLY.**

**Principal Office in Leesburg.** Taxes are calculated on gross receipts for work done in Leesburg and other jurisdictions where a license fee is not charged. If gross receipts are less than \$50,000.00 the minimum fee of \$20.00 should be paid. Over \$50,000 the tax rate is .10% of gross receipts, or gross receipts times .001.

**Principal Office outside Leesburg, but in Virginia.** Taxes are calculated on gross receipts for work done in Leesburg, if the gross receipts are greater than \$25,000. There is no fee due for gross receipts less than \$25,000. For gross receipts between \$25,000 and \$50,000 there is a \$20 minimum fee. Over \$50,000 the tax rate is .10% of gross receipts, or gross receipts times .001.

### **Out-of-State Contractors.**

Taxes are calculated on gross receipts for work done in Leesburg only. This amount is further reduced to include only gross receipts for work done in Leesburg that requires a presence here for at least thirty (30) days. No fee is due unless the gross receipts are greater than \$25,000 and the job lasts more than 30 days. For gross receipts between \$25,000 and \$50,000 there is a \$20 minimum fee. If the gross receipts are over \$50,000 then the rate is .10% of gross receipts, or gross receipts times .001.

Note: 0.10% of gross receipts equals \$1.00 per \$1,000.

Example: \$135,000 gross receipts equals \$135 tax due.

**➔ Please provide VA State Contractor License # ←**