



**TOWN OF BEDFORD
BUSINESS LICENSE APPLICATION
215 EAST MAIN STREET, BEDFORD VA 24523
Phone 540-587-6021; Fax 540-587-6143; E-Mail cjohnson@bedfordva.gov**

Please read the following instructions before completing the Business License Application Form.

1. Please legibly print or type all information requested.
2. Complete the form in its entirety before returning.
3. You may include payment with a mailed copy of your form.
4. License tax must be paid by March 1st each year for any license not measured on gross receipts. Those applications measured on gross receipts must be paid by March 31st each year. Any payments or applications received after the deadline will have a 10% penalty and interest applied monthly until paid.

Business License Year: 2026 If a NEW business, inception date: _____

Business Name: _____

DBA or T/A Name: _____

Location of Business: _____

Mailing Address: _____

Description of Business: _____

Federal ID/SSN:		Contact Person:	
Phone/Fax:		Email:	

Business Type: New OR Existing Business

Individual Corporation LLC Partnership Registered Non-Profit *present copy of IRS Letter 1045*

Gross Receipts

Gross receipts for year 20_____ or most recent fiscal year* _____
(*Fiscal year _____ to _____)

Prior year Adjustment _____ Reason _____

Estimate of gross receipts (new businesses/construction) _____

If you are a contractor, a copy of your current contractor's license or certificate is required to obtain a business license.

License Tax

Acct #	Section #	Gross Receipts (if applicable)	Total Tax

NUMBER OF EMPLOYEES AT BEDFORD TOWN LOCATION: _____

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 _____

Date _____

STAFF SIGNATURE

TITLE

DATE

The following are the sections, categories, and rates for licenses. If you have any question relative to your business type, please call 540-587-6021 before you calculate your tax payment.

Sec. 54-413. Tax rates.

Except as may be specifically otherwise provided by ordinance or other law, the annual license tax imposed hereunder shall be \$10.00, or the rate set forth below for the class of enterprise listed, whichever is greater:

- (1) For contracting and persons constructing for their own account for sale \$30.00, not prorated, for gross receipts up to \$250,000.00; and \$0.10 per \$100.00 on gross receipts of contractors in excess of \$250,000.00.
- (2) For retailers \$30.00, not prorated, for gross receipts up to \$250,000.00; \$0.10 per \$100.00 on gross receipts of retailers in excess of \$250,000.00 but not more than \$2,000,000.00; and \$0.15 per \$100.00 on gross receipts of retailers in excess of \$2,000,000.00.
- (3) For financial, real estate (except real estate salesmen) and professional services \$30.00, not prorated for gross receipts up to \$250,000.00; \$0.10 per \$100.00 on gross receipts of financial, real estate, and professional services businesses in excess of \$250,000.00 but not more than \$2,000,000.00; and \$0.15 per \$100.00 on gross receipts of financial, real estate, and professional services businesses in excess of \$2,000,000.00.
- (4) For repair, personal and business services and all other businesses and occupations not specifically listed or excepted in this article \$30.00, not prorated, for gross receipts up to \$250,000.00; \$0.10 per \$100.00 on gross receipts of repair, personal and business services businesses in excess of \$250,000.00 but not more than \$2,000,000.00; and \$0.15 per \$100.00 on gross receipts of repair, personal, and business services businesses in excess of \$2,000,000.00.
- (5) For every **retail peddler** of wood, charcoal, meats, milks, butter, eggs, poultry, game, vegetables, fruits or other family supplies **of a perishable nature or farm products** not grown or produced by them, \$50.00, not prorated, when he travels on foot; when he peddles otherwise than on foot, the tax shall be \$50.00 per annum, not prorated, for each vehicle so used.
- (6) For all other **retail peddlers carrying and delivering their wares on foot in the town**, \$275.00, not prorated; every other retail peddler carrying and delivering his wares **otherwise than on foot in the town**, \$500.00 per annum, not prorated.
- (7) For every **wholesale peddler**, \$50.00, not prorated.
- (8) For **carnivals, circuses and speedways** \$200.00 per day, subject to limitations in Code of Virginia, § 58.1-3728. The term of the license to operate a carnival shall be one day. The operator of a carnival shall need no additional license for the privilege of selling soft drinks, confections, food, souvenirs and novelties on the grounds on which the show is exhibited.
- (9) For every **operator** (as defined in Code of Virginia, § 58.1-3720(11)) **of any coin-operated machine** doing business in this town a license tax of \$50.00. This license shall be in addition to the BPOL tax of gross receipts provided for hereinabove.

The license tax provided for in this section shall **not be applicable to operators** of weighing machines, automatic baggage or parcel checking machines or receptacles, vending machines which vend goods, wares and merchandise or postage stamps or provide service only, viewing machines or photo-mat machines, or of machines affording rides to children and vending newspapers.

- (10) For every person doing business in this town as a **fortuneteller, clairvoyant, or practitioner of palmistry**, \$1,000.00. This license shall not be transferable.
- (11) For every **real estate salesman**, as defined in Code of Virginia, § 54-731, an annual license tax of \$30.00.
- (12) For **massage parlors**, \$1,000.00 per year.
- (13) For **dealers in precious metals**, \$500.00 per year.
- (14) For **wholesalers** an annual tax of \$30.00 for gross receipts up to \$250,000.00; \$0.10 per \$100.00 on gross receipts of a wholesale business in excess of \$250,000.00 but not more than \$2,000,000.00; and \$0.15 per \$100.00 on gross receipts of a wholesale business in excess of \$2,000,000.00.

- (15) For **direct sellers** as defined in Code of Virginia, § 58.1-3719.1, an annual tax of **\$30.00 for gross receipts up to \$8,000.00; and \$0.15 per \$100.00 on gross receipts of direct sale businesses in excess of \$8,000.00**.
- (16) For **mobile food units, \$50.00**.