TOWN OF VIENNA
Virginia

2026 APPLICATION FOR BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE
NEW BUSINESS

ACCOUNT ID # _____ Town of Vienna, 127 Center St S, Vienna VA 22180 703-255-6321

Date Business began/will begin in Vienna: _____ Federal ID (FIN or EIN): _____

Trade Name of Business: _____ Social Security# (SSN): _____

Corporate Name: _____ Virginia Sales Tax #: _____

Owner(s) or Corporate President Name: _____

Business Street Address: _____

City, State, Zip Code: _____

Business Mailing Address: _____

City, State, Zip Code: _____

The Town of Vienna requires all new businesses to send a copy of their EIN certificate and VA sales Tax certificate, if applicable, when the BPOL application is submitted. A license will not be issued until we have received these forms.

Please complete the worksheet below to determine your estimated tax for a 2026 Town of Vienna Business License.

A. Estimated gross receipts amount (from the date the business began in Vienna to December 31, 2026)	
B. If Line A is $50,000 or less, enter the tax amount of $30, skip to Line F	
C. If Line A is greater than $ 50,000, divide the gross amount by $ 100	
D. Appropriate tax rate from the rate chart	
E. 2026 estimated taxes (Line C x Line D)	
F. Enter tax from Line B or Line E	
G. Flat fee license if applicable (see rate chart)	
H. Alcoholic beverage fee (see rate chart) ABC # _____	
I. Mixed beverage fee (see rate chart) (Seating capacity _____)	
J. TOTAL 2026 TAX DUE (Sum of Line F through Line I)	
K. ADD 10% penalty if filing is more than 30 days after the beginning date of business. Minimum penalty is $ 3.00	
L. TOTAL 2026 TAX AND PENALTY	
M. ADD 10% per annum interest on tax and penalty* (.0083 x number of months late x Line L)	
N. TOTAL TO BE PAID TO **TOWN OF VIENNA**	

***To calculate interest:** Month 1 begins on the first day after this application is due, interest then accrues on the 1st day of each subsequent month.

Complete and sign on back

Vienna Business Professional and Occupational License Questionnaire

1. Trade Name of Business:

2. What kind of Entity is this Business? (check all that apply)

- ☐ Individual
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Corporation
- ☐ Home-based
- ☐ Limited Liability Company
- ☐ Non-Profit Organization

3. Corporate / Partnership / LLC Name Registered with the State Corporation Commission:

4. Business' Vienna Street Address: _____

Business' Website: _____

Name and Title of Person responsible for filing this application: _____
(Name)

_____ Phone Number:_____ Date of Birth:_____
(Title)

Email Address: _____

5. *If you rent the business premises*, provide the name and address of landlord.

_____

Amount of Annual Rent: $_____Square Footage of rented space:_____

6. Number of Full-Time Employees at this Location:_____ Number of Part-Time Employees:_____

7. Home address and phone *if different* from Business Location (For Individual Business Only)

8. Name and Title of person who completed this Questionnaire:

_____

Phone Number:_____Email Address:_____

9. Provide a detailed description of business activity conducted within the Town and the appropriate NAICS Code:

_____

_____ NAICS Code:_____

10. Contractors, Builders & Developers, please fill out the Contractor's Certification of Workers' Compensation Liability Acknowledgment form (61-A) and return it with:

State License #:_____Expiration Date: _____

THIS APPLICATION IS FOR BUSINESSES STARTING IN THE TOWN OF VIENNA, VIRGINIA ON **JANUARY 1, 2026** THROUGH **DECEMBER 31, 2026**. Business license renewal forms are mailed around the end of January. Renewal applications are due March 1 or the next business day if March 1 falls on a weekend. Failure to receive forms does not relieve the taxpayer of the obligation to file on time.

I declare that the statements herein are true to the best of my knowledge and belief.

Signature of Owner or Authorized Representative:_____Date:_____