



Business License Renewal Instructions

Town of Ashland, Virginia

All businesses located within the Town of Ashland are required to have a business license. The license is calculated upon gross receipts (or gross purchases for a wholesale merchant). Any business with gross receipts of less than one thousand dollars (\$1,000.00) shall be required to file an application but will be exempt from the license fee.

Gross receipts must be substantiated by:

- **a copy of the Federal Income Tax Return where gross receipts are reported or**
- **a certified statement from your accountant/CPA reporting gross receipts and the related fiscal/calendar year.** Gross receipts must be reported using the same method of accounting as is used for federal income tax purposes.

Renewal applications and payment must be received or postmarked on, or before **May 1, 2026** to avoid late charges.

Your application will not be processed and will be returned if the documentation is not included. This may result in additional penalties and interest fees.

- If an Application for Automatic Extension of Time with the IRS has been filed, please attach a copy of the Extension and estimate your gross receipts.
- Delinquent business license fees, personal property, meals, transient occupancy, and/or real estate taxes owed by the business to the town must be paid in full prior to issuance of a business license.
- Please include check for total due.

If you have questions the Finance Department may be contacted at **804-798-8650** between the hours of **7:30 a.m. & 6:00 p.m. Monday through Thursday.**

Contact the Hanover County Circuit Court (804-730-6000) if you will be operating a business under an assumed or fictitious name. Trade names that include the sole proprietor's last name do not have to be recorded. Trade names using only an individual's initials or any other fictitious names, which differ from the actual sole proprietor, partnership, LLC, or corporate name must be recorded with the Clerk's Office. Code of Virginia 59.1-74 requires proof of recordation before a license may be issued.

If the business has closed, please complete the [Business Closure Form](#) that is available upon request and also on the Town of Ashland website on the [Finance Department page](#).

***All the forms for the 2026 Business License are available on the Town of Ashland website on the Finance Department page as fillable forms for your convenience. www.ashlandva.gov**

**Finance Department**

121 THOMPSON STREET
PO BOX 1600
ASHLAND, VIRGINIA 23005-4600
finance@ashlandva.gov
Telephone: (804) 798-8650

2026 Business License Form

Type of Application: **Renewal** **Due May 1, 2026**

Business/Corporation Name: _____

Trading As: _____

Business Mailing Address: _____

Business Physical Address (if different): _____

Primary Email Address: _____ Website: _____

Owner's Name: _____

Owner's Address: _____

Business Type: _____ Start Date: _____ Home Based ☐ Yes ☐ No

Business Category: ☐ Food Service ☐ Retail ☐ Professional/Service ☐ Industrial

Other _____

Telephone Primary _____ Cell _____ Fax _____

FEIN/SSN: _____ NAICS code _____

Business Structure: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC Other _____

Complete the section below to determine your Business License Fees.

GROSS		
A	GROSS RECEIPTS FROM: _____ TO: _____	
B	GAS STATION DEDUCTION (if applicable): Document Federal and State Excise Tax Paid on motor vehicle fuel	
C	LESS GROSS RECEIPTS PAID TO OTHER LOCALITIES (if applicable). Attach record of license, tax basis and payment date.	
TOTAL RECEIPTS (Line A less Lines B)		

LICENSE TAX		
1	If Total Receipts are less than \$1,000,000. Enter \$30.00	
2	If Total Receipts are \$1,000,000.01 To \$25 Million multiply by .0007 (7 cents per \$100.)	
3	Add .05% of gross receipts from \$25 million up to \$50 million (5 cents per \$100)	
4	Add .02% of gross receipts over \$50 million (2 cents per \$100)	
6	Subtotal: (Lines 1, 2, 3 and 4)	
7	PENALTY: 10% OF LINE 6 IF PAID (POSTMARKED) AFTER	
8	INTEREST: 1.5% MONTHLY OF LINE 6+7 IF PAID (POSTMARKED) AFTER JUNE 1	
TOTAL DUE: LINES 6+7+8 (REMIT THIS AMOUNT)		



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MAKE CHECK PAYABLE TO " TOWN OF ASHLAND"

CER TIFICATION OF LICENSEE

I CERTIFY THAT THE FOREGOING STATEMENTS AND FIGURES ARE TRUE, FULL, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Printed Name: _____

Signature: _____

Title: _____ **Date:** _____