



Amendment to Business License

Business FEIN or Business License Account No. _____

Type of Change ☐ Address ☐ Trade Name
☐ Ownership ☐ Other

Effective Date: _____

CURRENT INFORMATION

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____ Business Classification _____

Signature of Owner _____ Title _____ Date _____

Print Name of Owner _____ Fed ID# or SSN# _____

REVISED INFORMATION

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____ Business Classification _____

Signature of Owner _____ Title _____ Date _____

Print Name of Owner _____ Fed ID# or SSN# _____

Business closed effective: _____ Premises vacated effective: _____

For Official Use Only

☐ Zoning Approval or Waiver Required

Required for change of address or reclassification

☐ Occupancy Permit or Waiver Required

Required for change of address or reclassification

☐ Clerk of Circuit Court

Re-registration of fictitious name (\$10.00)

☐ New Corporation

Copy of corporate charter issued by the Virginia State Corporation Commissioner and list of officers and address are required.

☐ Transfer of Ownership

New owner liable for previously reported gross receipts and tax due of old owner and must provide those records at time of audit.

☐ Change of Partnership

Required: Certification from State Corporation Commission if limited partnership.

☐ Commissioner of the Revenue

Trustee tax for food, lodging, etc.