



**COUNTY OF HANOVER, VIRGINIA
NEW BUSINESS REGISTRATION FORM**

Office of the Commissioner of the Revenue
P.O. Box 129, Hanover, VA, 23069
Tel: (804) 365-6129 Fax: (804) 365-6101
Email: commissioner@hanovercounty.gov

T. Scott Harris, MCR
Commissioner

All businesses operating in Hanover County are required to register with the Commissioner of the Revenue. Hanover County does not require a business license to operate in the county unless the business is operating as a Contractor.

After the business is registered with Hanover County, the business must file the Business Personal Property Return annually on or before **May 1st** of each year. In accordance with Virginia State Code §58.1-3518, it is the responsibility of every taxpayer who owns, leases, rents or borrows tangible personal property which is used or is available for use in a business and which is located in Hanover County as of January 1 to report such property on the Business Personal Property Return. If the start date of the business is after January 1 of the year, the return is not required until the following year as Hanover County does not prorate business assessments.

All annual filing forms are available for download from the Commissioner of the Revenue department page on the county website at **www.hanovercounty.gov**. Businesses can elect to receive filing forms and other information through email by enrolling in our email list. To enroll, go to **www.hanovercounty.gov** and click on the Stay Connected box to sign up for Commissioner of the Revenue News.

All forms must be completed and received in our office by the filing due date indicated on the forms. Forms may be submitted on paper or electronically. The Office of the Commissioner of the Revenue is located in Room 112 of the Wickham Building in the Hanover County Courthouse Complex, 7497 County Complex Road, Hanover, Virginia, 23069. Office hours are 8:30 am –5:00 pm, Monday through Friday.

To register the business with Hanover County, complete this form, sign and submit with any attachments to the Commissioner of the Revenue. The form may be submitted by mail, email, fax or in person. If you need assistance with the form or have questions about business registration or business property assessments, please contact the office at (804) 365-6129.

NAME OF BUSINESS:		FEIN OR SSN:
OWNER OF BUSINESS:		
MAILING ADDRESS:		
PHYSICAL ADDRESS / CITY / STATE / ZIP CODE:		
NATURE OF BUSINESS:	TELEPHONE NUMBER:	DATE BUSINESS ESTABLISHED IN HANOVER:

TAX ENTITY TYPE:		
<input type="checkbox"/> C-Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Limited Partnership
<input type="checkbox"/> S-Corporation	<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Personal Corporation
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Other
If not a Sole Proprietorship, please list or attach list of officers:		If Other is checked, please specify:
Answer only if tax entity type is not a sole proprietorship. List date of formation:		State of formation:

ANSWER YES OR NO TO THE FOLLOWING QUESTIONS		YES	NO
I	Will the business be using any assets in conducting its business?		
II	Will the business have any inventory?		
III	Will this business be a home based operation? If you answer "yes", please also answer question IV, otherwise skip to question V.		
IV	Will you be taking deductions for the business on your federal income tax return?		
V	Will the business be operating under a trade or fictitious name? If you answered "yes", you will be required to register the fictitious name with the Hanover County Circuit Court.		
VI	Will the business be offering guest rooms for rent for continuous occupancy for fewer than thirty (30) days?		
VII	Is the business, as defined below, considered to be a contractor?		

A contractor, as defined by the Hanover County Code §22-93, is any person accepting or offering to accept orders or contracts for doing any work on or in any building or structure, requiring the use of paint, stone, brick, mortar, wood, cement, structural iron or steel, sheet iron, galvanized iron, metallic piping, tin, lead or other metal or any other building material; or who shall accept or offer to accept contracts to do any paving, curbing or other work on sidewalks, streets, alleys or highways, or public or private property, using asphalt, brick, stone, cement, concrete, wood or any composition; or who shall accept or offer to accept an order for or contract to excavate earth, rock or other material for foundation or any other purpose or for cutting, trimming or maintaining rights-of-way; or who shall accept or offer to accept an order or contract to construct any sewer of stone, brick, terra cotta or other material. Any person engaging in the business of selling and erecting or erecting tombstones shall not be deemed to be a contractor.

DECLARATION

I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____

Date: _____

Please enter the name, phone number, and email of the person we should contact with questions regarding this return.

Contact Name: _____

Title: _____

Phone #: _____

Email: _____

OFFICE USE ONLY

FORM RECEIVED IN OFFICE BY: _____