



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

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

T. Scott Harris, MCR  
Commissioner

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**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 see VII.**

*To Register the business with Hanover County, complete this form, sign and submit with the required 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 Commissioner's Officer at **(804)365-6129**.*

LEGAL NAME OF BUSINESS:		FEIN OR SSN:
TRADING AS T/A OR DBA NAME:		DATE BUSINESS ESTABLISHED IN HANOVER:
OWNER OF BUSINESS:		
MAILING ADDRESS:		
PHYSICAL ADDRESS / CITY / STATE / ZIP CODE:		
NATURE OF BUSINESS:	TELEPHONE NUMBER:	EMAIL:
<b>Tax Entity Type:</b> <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Liability Limited Partnership <input type="checkbox"/> Personal Corporation <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 <b>not</b> a sole proprietorship. List date of formation:		State of formation:

All businesses operating in Hanover County **must file an authorized Hanover County Business Return of Tangible Personal Property 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.

**\*\*Any business that does not file in accordance with Virginia State Code §58.1-3518, by May 1<sup>st</sup>, will receive a Statutory Assessment, in addition to non-filing penalties. \*\***

ANSWER YES OR NO TO THE FOLLOWING QUESTIONS		YES	NO
I	Will the business be using any equipment in conducting its business?	<input type="radio"/>	<input type="radio"/>
<b>Estimated Value of Business Equipment:</b> (Please attach a list of equipment that will be used to operate this business – if there are no assets at this time, provide a brief description of the type of equipment that will be used to operate the business).		<b>Estimated Value:</b>	
II	Will the business have any inventory? (Merchants Capital)	<input type="radio"/>	<input type="radio"/>
<b>Estimated Value of Merchant's Capital:</b> (Merchants' capital is defined as follows: Inventory of stock on hand; daily rental vehicles as defined in § 58.1-1735; and all other taxable personal property of any kind whatsoever, except money on hand and on deposit and except tangible personal property not offered for sale as merchandise, which tangible personal property shall be reported and assessed as such.)		<b>Estimated Value:</b>	
III	Will this business be a home based operation? <b>If you answer "yes", please also answer question IV, otherwise skip to question V.</b>	<input type="radio"/>	<input type="radio"/>
IV	Will you be taking deductions for the business on your federal income tax return?	<input type="radio"/>	<input type="radio"/>
V	Will the business be operating under a trade or fictitious name? <b>If you answered "yes", you will be required to register the fictitious name with the Hanover County Circuit Court.</b>	<input type="radio"/>	<input type="radio"/>
VI	Will the business be offering guest rooms for rent for continuous occupancy for fewer than thirty (30) days?	<input type="radio"/>	<input type="radio"/>
VII	Is the business, as defined below, considered to be a contractor? (Additional contractor's license form is required.)	<input type="radio"/>	<input type="radio"/>

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.

<b>Declaration:</b> I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.	<b>Please enter the name, phone number, and email of the person we should contact with questions regarding this Business Registration and future Business Returns of Tangible Personal Property.</b>
<b>Signature:</b>	<b>Contact Name:</b>
<b>Print Name:</b>	<b>Title:</b>
<b>Date:</b>	<b>Phone/Email:</b>

All annual filing forms are available for download from the Commissioner of the Revenue department page on the county website at [www.hanovercounty.gov](http://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](http://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.