



**COUNTY OF HANOVER, VIRGINIA  
APPLICATION FOR CONTRACTOR'S LICENSE  
TAX YEAR 2019**

Office of the Commissioner of the Revenue  
PO Box 129, Hanover, VA 23069  
Tel: (804) 365-3377 Fax: (804) 365-6111  
Email: commissioner@hanovercounty.gov

T. Scott Harris, MCR  
Commissioner

<b>Office Use Only</b>
W/C Received? Y N

**You can now file this return online and pay any required fees! Go to <https://taxes.hanovercounty.gov>.**

Account#	Federal ID Number	Fax #	Business Phone#
Owner's Name		Locality In Which Business Is Located	
Trade Name		Physical Address Of Business	
Mailing Address		Contact Person	
City/ State / Zip		Virginia State Registration Number	

If you are a contractor based outside of Hanover and are working on a project within the county, provide the project start date and the estimated completion date in the boxes below.

Project Start Date	Estimated Project Completion Date
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Type of Contractor		Amount of Gross Receipts (A)	Tax Rate (B)	Total (C)
I	Hanover Contractor		X .001	
II	Other Localities: total column (E) below if applicable		X .001	
III	<b>Total (add lines I &amp; II)</b>		X .001	
IV	<b>Penalty: If filed after March 1, 10% of line III .....</b>			
V	<b>Interest due if applicable. See page 2 for instructions .....</b>			
VI	<b>GRAND TOTAL: add lines IV – V .....</b>			

If you are a Hanover based contractor with gross receipts in other localities, report the amount of gross receipts in other localities below and transfer the Total of Column (E) to Column (A) Line II, above. Attach additional list if necessary.

Locality of Gross Receipts	List the amount of gross receipts against which a fee was paid to the other locality. (D)	List the amount of gross receipts against which no fee was paid to the other locality. (E)
<b>Total of Column (E):</b>		
<b>Transfer total of Column (E) to Column (A) Line II, above</b>		

**I hereby declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief. I acknowledge the Worker's Compensation requirements as stated above.**

Signature of Applicant	Date
Name of Applicant	Daytime Phone
Title	
Email	

## INSTRUCTIONS FOR THE COUNTY OF HANOVER APPLICATION FOR CONTRACTOR'S LICENSE

Pursuant to Virginia State Code §58.1-2700 et seq, every contractor shall obtain a license for each business. If the gross receipts of the business exceed \$100,000 in the prior year, there shall be a license tax in the amount of **ten cents (\$.10) per one hundred dollars (\$100.00) of gross receipts**. The License tax is assessable, due, and payable by **March 1** of each license year. If a license application is not filed and the tax is not paid within the time provided, the amount due shall be subject to interest at ten percent (10%) per annum commencing on the first day following the day such tax is due as well as a ten percent (10%) late filing penalty. Please contact the Hanover County Treasurer's Office at (804) 365-6050 for the actual interest rate or any other additional payment information.

Licenses will be based on **GROSS RECEIPTS** that were earned by the business in the prior year. The calculation of gross receipts for license tax purposes shall be on either the cash or accrual method provided that the method used coincides with the method of accounting used for federal and state income tax purposes.

**To calculate your Contractor's License Tax Fee, multiply your Prior Year Gross Receipts by the Tax Rate of .001. For Example - if your gross receipts for the prior year are \$200,000.00 x .001, your Contractor's License cost in this example would = \$200.**

**APPLICATIONS MUST BE RECEIVED IN THE OFFICE BY MARCH 1. IF YOU ARE A HANOVER BASED CONTRACTOR AND YOU DO NOT FILE, YOU MAY BE ISSUED A STATUTORY ASSESSMENT.**

### WHO HAS TO FILE AN APPLICATION AND/OR PAY A FEE?

<b>Contractor's License Application and Fee Schedule Information for <u>Hanover Based Contractors</u></b>				
<b>IF YOU ARE A HANOVER BASED CONTRACTOR AND ...</b>	<b>FILE A RETURN?</b>		<b>PAY THE LICENSE TAX?</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
have gross receipts LESS than \$100,000.00	√			√
have gross receipts GREATER than \$100,000.00	√		√	

<b>Contractor's License Application and Fee Schedule Information for <u>Non - Hanover Based Contractors</u></b>				
<b>IF YOU ARE BASED &amp; LICENSED IN ANOTHER COUNTY AND MEET THE REQUIREMENTS OF §6-40 OF THE HANOVER COUNTY CODE AND...</b>	<b>FILE A RETURN?</b>		<b>PAY THE LICENSE TAX?</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
have gross receipts less than \$25,000.00		√		√
have gross receipts greater than \$25,000.00 but less than \$100,000.00	√			√
have gross receipts greater than \$100,000.00	√		√	

**Please Note:**

- If you are not State Registered as a Class A, B, or C Contractor, you must sign an affidavit stating that you are not subject to licensure or certification as a contractor or subcontractor pursuant to Virginia State Code §54.1-1111.
- In order to process your license, a Worker's Compensation form must be completed if applicable
- Contractors Certification of Workers Compensation Liability (Form 61-A) and Contractors License Affidavits are available online at [www.hanovercounty.gov/376/Forms](http://www.hanovercounty.gov/376/Forms).
- If you have property located in Hanover County on January 1, you must file a Business Return of Tangible Personal Property by May 1.
- Please make checks payable to **County of Hanover**.

If you require assistance or additional information on this application, please contact our staff. You can reach us by phone (804) 365-3377, fax (804) 365-6111, email to [commissioner@hanovercounty.gov](mailto:commissioner@hanovercounty.gov) or in person at the Chenault-Weems Building, 7507 Library Drive, Hanover, VA, 23069.

**FILING DEADLINE: MARCH 1**