

**TOWN OF CLIFTON**  
**P.O. Box 309**  
**Clifton, Virginia 20124-0309**

Enclosed is a 2022 Business License Application. This application can also be downloaded from the Town's website: [www.cliftonva.gov](http://www.cliftonva.gov). If you are no longer in business and have not yet filed your final 2021 Business License Tax, this will serve as your final return for 2021.

If you were in business prior to January 1, 2022, please give actual gross receipts for year(s): 2021 \_\_\_\_\_; 2020 \_\_\_\_\_; 2019 \_\_\_\_\_; 2018 \_\_\_\_\_. This information can be taken from your Schedule C as filed with your Virginia Income Tax Return.

***This application must be filed by March 1, 2022. The rate of tax for each license category is shown on the attached sheet. Please compute your tax on this application and remit your payment when filing your application. This procedure is in accordance with Clifton's revised BPOL Ordinance (modeled after Fairfax County's) which complies with State regulatory requirements.***

You are urged to file your application and to pay your license tax on or before March 1, 2022, to avoid separate 10% penalties for late filing and late payment. The law is inflexible with respect to penalties, as well as interest that must be charged for late payment.

Please read the instructions carefully and complete all applicable sections. If you need assistance or have any questions, please email [treasurer@cliftonva.gov](mailto:treasurer@cliftonva.gov). - (please put BPOL in subject line).

Your cooperation in complying with the licensing ordinances of the Town of Clifton is appreciated.

Town Treasurer

**IMPORTANT:**

**It is necessary to return a completed application form in order to receive a validated license and maintain a record of your business, even if your gross receipts are less than \$5,000.**

If you are no longer in business, please indicate on the license application the date your business was discontinued and the amount of your gross receipts for the partial year for which you operated your business within the Town of Clifton and return the application to the above address. Please note that you are liable for taxes on receipts earned in the prior year, even though your business has been discontinued.

If you open your business after January 1, 2022, your completed BPOL application and your estimated tax payment must be filed within 75 days of the beginning date of your business to avoid separate 10% penalties for late filing and/or late payment. Whenever a license tax or fee is computed upon estimates, such estimate shall be subject to adjustment by the Town Treasurer at the end of the tax year to reflect the actual tax or fee.

RENEWAL APPLICATIONS MUST BE FILED BY MARCH 1, 2022  
NEW APPLICATION MUST BE FILED WITHIN 75 DAYS OF BEGINNING DATE  
INSTRUCTIONS

To fill in Blocks 1, 2, or 3:

1. Record figures to nearest dollar in blocks where Gross Receipts, Gross Purchases, or Gross Expenditures are required.
2. Sales tax collected as part of Gross Receipts may be deducted in the computation of Gross Receipts for assessment of the Town License Tax.
3. SECTION A - Block 1-a: Enter 2021 Gross Receipts. (Applies only to retail merchants dealing in products on which direct excise or gasoline taxes are levied.)
4. SECTION A - Block 1-b: Enter total Federal and State gasoline tax and/or Federal Excise Tax.
5. SECTION A - Block 2:
  - a. Retailers completing Block 1-a and 1-b should enter Gross Receipts minus deductions in Block 1-b.
  - b. All others should enter total Gross Receipts with no deductions.  
Exception: Wholesale Merchants enter Gross Purchases  
Builders and Developers enter Gross Expenditures
6. SECTIONS B-1 and B-2:  
Block 1: Same instructions as in 5 above.  
Block 2: If business began after Jan. 1, 2021, enter Actual 2021 Gross Receipts.  
Block 3: If business began after Jan. 1, 2022, enter Estimated Gross Receipts for 2022.

NOTE: Adjustment to estimate will be made on succeeding year's license.

7. SECTION C - Block 3:  
If business began after Jan. 1, 2022, enter estimated Gross Receipts expected in 2022.  
Exception: Wholesale Merchants enter estimated Gross Purchases.  
Builders and Developers enter estimated Gross Expenditures.

NOTE: Adjustment to estimate will be made on succeeding year's license.

General:

1. ***Please remit payment with application.***
2. Payment of a license tax shall not be required when Gross Receipts are less than \$5,000.
3. **Applicants are required to apply for, and will receive a license, even if no tax is due.**
4. **Minimum BPOL tax for gross receipts of \$5,000 or more is \$25.00.**

TOWN OF CLIFTON, P.O. BOX 309, CLIFTON, VIRGINIA, 20124-0309  
APPLICATION MUST BE FILED BY MARCH 1, 2022

Instructions on Page 2:

Current Business Location: \_\_\_\_\_  
 \_\_\_\_\_

Number Street  
 Business Location, 01/01/2022 \_\_\_\_\_

Date began business in Town of Clifton: \_\_\_\_\_  
 \_\_\_\_\_

Number Street Business Telephone,  
 Owner Name \_\_\_\_\_ SSN # \_\_\_\_\_

Trade Name \_\_\_\_\_ P.O. Box # \_\_\_\_\_  
 Mail Address \_\_\_\_\_

Residence Address of Individual/Partners: \_\_\_\_\_  
 Description of Business **(Be specific & reference the number that applies on the attached BPOL category list):**

Type of Ownership: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_  
 (Check One) Public Service Corp. \_\_\_\_\_ Trade Association \_\_\_\_\_ Other \_\_\_\_\_ (Specify)

No. of persons currently employed at this location, including yourself: \_\_\_\_\_

Note: BLOCK 1 to be completed only by retailers dealing in products on which there is levied a direct excise or gas tax:

		BLOCK 1		BLOCK 2	BLOCK 3
		a. Total Gross Receipts	b. Deduct Gas & Fed. Excise Tax	Actual 2021 Gross Receipts	Est. 2022 Gross Receipts
SECTION A	Applicant who was in business on or before Jan 1, 2021 *Enter Gross Receipts for 2021				
SECTION B-1	Applicant who began after Jan 1, 2021, and prior to Jan 1, 2022 Enter 2021 Gross Receipts under Block 1 or 2				
SECTION B-2	And enter 2022 Est. Receipts under Block 3				
SECTION C	Applicant who began on or after Jan 1, 2022 Enter est. 2022 Gross Recs:				

\*Wholesale Merchant -- based on Gross Purchases; Builder/Developer--based on Gross Expenditures.

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

SIGNATURE(S): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: It is a misdemeanor for any person to subscribe an application which he does not believe to be true and correct as to every

<b>For Office Use Only</b>
Clearance Control #: _____
Secured: _____
Date Zoning _____
Date Received _____
Account #: _____

**Email:** \_\_\_\_\_  
 or EIN # \_\_\_\_\_

Zip: \_\_\_\_\_

Zip: \_\_\_\_\_

TOWN OF CLIFTON

BUSINESS, PROFESSIONAL, AND OCCUPATIONAL LICENSE TAX

\*2022 RATES

<u>ORDINANCE SECTION</u>	<u>CATEGORY</u>	<u>2021 RATE</u>
4-20	Amusements	\$ .26
4-21	Builders and Developers	\$ .05
4-22	Business Service	\$ .19
4-23	Personal Service	\$ .19
4-24	Contractors	\$ .11
4-25	Hotels and Motels	\$ .26
4-26	Professionals	\$ .31
4-27	Repair Service	\$ .19
4-28	Retail Merchant	\$ .17
4-28-c	Retail & Wholesale Merchant	\$ .17
4-29	Wholesale Merchant	\$ .04
4-30	Money Lenders	\$ .19
4-31	Telephone Company	\$ .38
4-32	Heat, Light, etc.	\$ .38
4-33	Real Estate Brokers	\$ .31
4-34	Research & Development business	\$ .31
4-35	Consultants & Specialized Occupations ( includes accounting & tax services)	\$ .31

**\*Licenses are based on each \$100 of gross receipts of the preceding year.**

The License Basis for Builders and Developers is each \$100 of gross expenditures.

The License Basis for Wholesale Merchants is each \$100 of gross purchases.

The minimum license tax is \$25.00 for earnings of \$5,000 or more.