

Mar. 1, 2025 – Feb. 28, 2026
Business license

Town of Broadway
PO Box 156, 116 Broadway Avenue
Broadway, VA 22815 540-869-5152

10% Penalty added if license
not PAID on or before
March 1, 2025

2025 Business License Application and License Tax Report

Date of application: _____
Name of Business: _____
Address of business: _____
Name of proprietor: _____ Fed I.D. or Social Security # _____
Mailing address if different from business location: _____
Phone Number: _____ Email: _____
Description or nature of business: _____

<u>Business Classification Fee</u>	<u>2024 Total Gross Receipts</u>	
<i>Please fill in section(s) that apply to your business</i>	<u>Earned within Broadway</u>	<u>License Fee</u>
	(Estimate for new business)	
#1 Retail Sales		
@ \$0.12 per \$100 of Gross Receipts up to \$1.5 million	\$ _____	\$ _____
@ \$0.07 per \$100 of Gross Receipts over to \$1.5 million	\$ _____	\$ _____
#2 Wholesale Merchants		
@ \$0.05 per \$100 of Gross Receipts up to \$1.5 million	\$ _____	\$ _____
@ \$0.03 per \$100 of Gross Receipts over to \$1.5 million	\$ _____	\$ _____
#3 Contractors		
@ \$0.12 per \$100 of Gross Receipts	\$ _____	\$ _____
@ \$0.07 per \$100 of Gross Receipts over to \$1.5 million	\$ _____	\$ _____
**Contractors are required to submit Contractor’s Certificate of Workers’ Compensation Insurance Form 61A		
#4 Repair, Personal, Business & Other Services		
@ \$0.12 per \$100 of Gross Receipts up to \$1.5 million	\$ _____	\$ _____
@ \$0.07 per \$100 of Gross Receipts over to \$1.5 million	\$ _____	\$ _____
#5 Financial, Real Estate, Utility, & Professional Services		
@ \$0.30 per \$100 of Gross Receipts	\$ _____	\$ _____
#6 Special Provisions		
\$37.50 per year for a retail on-premise wine and beer license		\$ _____
\$37.50 per year for a retail off-premise wine and beer license		\$ _____
	TOTAL LICENSE FEE	\$ _____

*Businesses selling prepared food must also pay meals tax, including, but not limited to restaurants, food trucks, and convenience stores
NO LICENSE SHALL BE LESS THAN \$30.00

Under my oath and subject to the penalties for perjury, I declare that in the calendar year **2024**, the above information as to gross receipts is true and correct to the best of my knowledge and belief.

Date Signature

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

-----FOR OFFICE USE ONLY-----

License # _____ Paid by CASH Check # _____

TOWN OF BROADWAY BUSINESS LICENSE INFORMATION

Any corporation, general or limited partnership, limited liability company, limited liability partnership, individual, sole proprietorship, joint stock company, joint venture or any other non-governmental legal entity operating a business within Broadway town limits MUST obtain a yearly business license.

The Town of Broadway **2025** Business Licenses must be purchased by **March 1, 2025**. When any person fails to make an application to the town treasurer at the time designated, he shall be deemed in default and shall be subject to a **penalty of 10% of the assessed tax.**

The **Business License Application is found on the reverse of this paper. Please fill in section(s) that apply to your business and return,** along with your payment to the Town Office.

Section 65.2-801 of the Code of Virginia requires each Virginia locality issuing Business Licenses to provide a notice to employers regarding the State's requirements for contractors to provide Certification of Workers Compensation coverage. Section 58.1-3714 of the Code states that no locality may issue or reissue a business license to any contractor who has not obtained or is not maintaining workers' compensation coverage for his/her employees. Included herewith is a **Contractor's Certificate of Workers' Compensation Insurance Form 61A, which must be completed and returned with your business license application **each year**. **WE MUST HAVE THIS COMPLETED FORM RETURNED TO US, ALONG WITH BUSINESS APPLICATION, IN ORDER TO ISSUE YOUR BUSINESS LICENSE.**

Note: LICENSES MUST BE PURCHASED BY MARCH 1, 2025 to avoid late penalty

Broadway Town Office
PO Box 156
Broadway, VA 22815

24-hour secure drop box available

When applications and fees are mailed to office or put in drop box, license will be mailed.

116 Broadway Avenue
Office hours are 8:00 a.m. – 4:30 p.m., Monday thru Friday (closed daily 12:30 p.m. – 1:30 p.m.)

If you are no longer in business:

Please mark application as such and return to the Treasurer's Office, or notification may be given by emailing ap@broadwayva.gov or calling the Town Office at (540) 896-5152