



# County of Page Virginia, Business License Request Form

Office of the Commissioner of the Revenue, 103 S. Court St, Suite C, Luray VA 22835  
(540)743-3840 ~ FAX: (540)743-1263

## Outside Contractor

**Directions:** Complete all blanks on the Business License Request Form and attach the following: copy of State Contractor License, and a copy of the Virginia's Workers Compensation 61A acknowledgment letter. If you do not have a copy of your 61A form, please visit [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov) to file the 61A form. Please mail all documents and payment to the Commissioner of the Revenue Office, 103 South Court Street, Suite C, Luray, VA 22835. Outside Contractors are exempt from the \$50.00 Building and Zoning Application fee. The amount due is based on the ESTIMATED gross receipts for the work conducted in Page County during the current business year. Please make check payable to the Page Country Treasurer's Office. If you need assistance configuring the amount due please call 540-743-3840.

1. Date: \_\_\_\_\_
2. Type of Ownership:  Individual,  Partnership,  Corporation,  LLC
3. Federal FEIN: \_\_\_\_\_
4. Legal Name 1: \_\_\_\_\_  
(Last) (First) (Middle)
- Legal Name 2: \_\_\_\_\_  
(Last) (First) (Middle)
5. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_
7. Business Name: \_\_\_\_\_
8. Business Address: \_\_\_\_\_  
\_\_\_\_\_
9. Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
10. Email \_\_\_\_\_  
Website: \_\_\_\_\_

11. Description of Business Activities: \_\_\_\_\_
12. Contractors, Builders & Developers, Architects, and Engineers:  
State License No: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_
13. Estimated Calendar Year Gross: \$ \_\_\_\_\_
14. Business License Total Due: \$ \_\_\_\_\_

**Tax Rates for Contractor:** \$ .10 per \$100. of Gross Receipts  
\$20.00 Minimum Fee

**CONTRACTORS:** Includes general contractors, investment builders, speculative builders, subcontractors and persons who perform odd jobs and repairs, on or to a structural building, and contractors outside Page County jurisdiction with contracts exceeding \$25,000.

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

Print Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received COR: \_\_\_\_\_

Acct Num: \_\_\_\_\_ BL Disc. Code: \_\_\_\_\_

PAGE COUNTY  
COMMISSIONER OF THE REVENUE  
103 South Court Street, Suite C  
Luray, Virginia 22835

Rebecca B. Smith  
Commissioner

Tel. (540) 743-3840  
Fax (540) 743-1263

## MEMORANDUM

**To: Contractors**  
**From: Commissioner of the Revenue**  
**Date: January 2, 2019**  
**Subject: Virginia Workers' Compensation Form 61A**

---

**Our office will need your acknowledgement letter from the Virginia Workers' Compensation Commission before a business license is issued.**

The Commissioner of the Revenue Office is no longer responsible for collecting the 61A forms for Virginia Workers' Compensation Commission. Contractors need to go to [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov) and complete the online Contractor Certification Form (61A). After the form is completed bring a copy of the acknowledgment letter to the Commissioner of the Revenue Office along with your Business License Renewal Form.

If you file your business license online, you must mail a copy of the acknowledgment letter to the Commissioner of the Revenue Office or email a copy to [adovel@pagecounty.virginia.gov](mailto:adovel@pagecounty.virginia.gov). A business license will not be issued until our office receives a copy of the acknowledgment letter.

If you fail to turn in your letter of acknowledgement and a business license is not issued, you will still be responsible for paying the business tax on your business license account.

Thank you for the prompt attention to this matter.

Amy Dovel  
Business Tax Auditor