



Commissioner of the Revenue

City of Charlottesville

605 E. Main Street, Room A130

P O Box 2964

Charlottesville, VA 22902-2964

434-970-3170

November 13, 2019

«First_Name» «Last_Name»

«Spouse_Frst_Nme» «Spouse_Lst_Nme»

«Addr_In_1»

«Addr_In_2»

«City», «State» «Zip»

Re: Charlottesville City Business License - «NAICS_Code» «Industry»

Dear Taxpayer(s):

The purpose of this letter is to request information from you. Chapters 14 and 30 of the Charlottesville City Code require those engaging in a business, trade, profession, occupation or calling in the City of Charlottesville to obtain a City business license within 30 days of beginning business, and to file a Business Tangible Personal Property return by January 31st of each year in which the business is active. This includes any self-employed activity or independent contracting unless specifically exempted by Virginia Code. The Charlottesville Commissioner of the Revenue is responsible for fairly assessing and administering business licenses and any associated fees or taxes due to the City. As part of that responsibility, the Commissioner of the Revenue's Office contacts individuals or entities reporting business income derived in the City of Charlottesville.

In the process of filing your Virginia Income Tax Return, you reported on your Schedule FED (or Schedule C of your Federal income tax) that you derived business income in the City of Charlottesville (locality code **540**). Since tax preparers sometimes inadvertently use incorrect locality codes when preparing returns, and because we cannot locate a City business license for your business, we are requesting additional information to determine if you are subject to the City's license requirement.

Please fill out the enclosed Business Information Request form for each year since and including 2016 and the Fixed Asset/Leased Equipment Schedule (available online at www.charlottesville.gov/COR). Return them to the Commissioner of the Revenue's Office no later than **«Return_Due»**.

If your business is not or was not located or operating in the City of Charlottesville during any of these years, simply certify that fact and return the enclosed forms to us. If your Form FED (or Schedule C) was filed with the incorrect locality code, please also contact your tax preparer and the locality where your business income was derived to alert them to the mistake.

If you have any questions, or need assistance completing your forms, please contact our business tax office:

- By phone: at (434) 970-3170;
- By e-mail: at citycorbiz@charlottesville.gov;
- In person: from 8:00 a.m. until 5:00 p.m. Monday through Friday at the Commissioner of the Revenue's Office, located in Room A130 on the first floor of City Hall, 605 East Main Street, Charlottesville, VA 22902.

Thank you for your prompt attention to this request.

Charlottesville Commissioner of the Revenue

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