



Commissioner of the Revenue
City of Charlottesville
605 E. Main Street, Room A130
P O Box 2964
Charlottesville, VA 22902-2964
434-970-3170

October 29, 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»

NOTICE OF STATORY ASSESSMENT

Dear Taxpayer(s):

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.

Because you reported business income derived in the City of Charlottesville to the Virginia Department of Taxation through your Schedule C income tax return filing, we sent you two letters requesting additional information to determine if you are subject to the city's license requirement. Having received no response from you, pursuant to Virginia State Code § 58.1-3109, this office hereby issues the enclosed statutory assessments for the current and up to three prior years.

Please make payment to the Treasurer's office as soon as possible.

Also enclosed you will find a Fixed Asset/Leased Equipment Schedule (available online at www.charlottesville.gov/COR). All businesses located in the City of Charlottesville are required to file an itemized list of all equipment utilized in the business.

If you have any questions about the assessment, feel free to 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 the matter.

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