



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 18, 2019

Dear Taxpayer,

Chapters 14 and 30 of the Charlottesville City Code require those engaging in a business, trade, profession, or occupation in the City of Charlottesville to obtain a business license within the first 30 days of beginning business, and to file a Return of Business Tangible Personal Property by January 31st of each year that the business is in operation. The Office of the Commissioner of the Revenue is responsible for fairly and accurately assessing and administering business license taxes and any other associated fees or taxes due to the City.

As a part of the process, local business tax filings are audited for accuracy. Gross receipts, which are the basis of license tax, are compared against other tax filings such as Federal Income Tax documents, State Income Tax documents, or other local tax information to determine correctness. The Office of the Commissioner of the Revenue is empowered by the Code of Virginia to conduct these reviews for the current tax year and three preceding years.

In reviewing such data, it has been determined that there is a discrepancy between the gross receipts filed on your business license renewal and the receipts reported on your Schedule C.

An additional assessment has been levied to reconcile any discrepancy. Please find enclosed an invoice for which you will have thirty days to submit payment.

If you have documentation indicating payment of business license on gross receipts in other localities or income tax paid in other states, please provide this office with copies so that we may adjust our records to reflect accurate data.

If you have any questions, please contact this office at 434-970-3170 or by email at citycorbiz@charlottesville.gov, or you may stop by our office on the first floor of City Hall.

Sincerely,

Office of the Commissioner of the Revenue
City of Charlottesville
P.O. Box 2964
Charlottesville, VA 22902-2964