



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

December 6, 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»

SECOND NOTICE

Dear Taxpayer(s):

Earlier this year, because you reported having derived business income in the City of Charlottesville to the Virginia Department of Taxation through Schedule FED and/or your Schedule C income tax return filing, we sent you a letter requesting additional information to determine if you are subject to the city's license requirement. A business license is required if you engage in any self-employed activity or independent contracting unless specifically exempted by Virginia Code. The purpose of this letter is to follow-up with you regarding this matter.

We have not yet received a response to our previous letter. Please complete, sign, and return 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) to the Commissioner of the Revenue's Office no later than «M_2nd_Notice_Return_Due».

Even if your business is/was not located or operating in the City of Charlottesville during any of these years, please certify that fact and return the forms to help us determine why your State Tax Return indicated business income derived in the City. For example, tax preparers sometimes inadvertently use incorrect locality codes when preparing returns. Perhaps you already have a Charlottesville business license that is associated with a different EIN, and we merely need to update our records?

Whatever the case may be, 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. **Failure to respond to this request by «M_2nd_Notice_Return_Due» could result in a statutory assessment with penalty and interest.**

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.

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