

The following instructions will help guide you to file and pay for your *Business, Professional and Occupational License* (**BPOL**) renewal on the county website.

**[WWW.FAIRFAXCOUNTY.GOV/TAXES/BUSINESS](http://WWW.FAIRFAXCOUNTY.GOV/TAXES/BUSINESS)**



**STEP 1:** ➤ Review the disclosure statement and select “I Accept”.

➤ Begin the renewal process by clicking on “Renew Business Application.”

The screenshot shows the Fairfax County website's BPOL Filing page. At the top is a dark navigation bar with a home icon, 'RESIDENTS', 'BUSINESS', 'GOVERNMENT', 'FAIRFAX COUNTY VIRGINIA', 'SERVICES', 'CONNECT', and 'SEARCH'. Below this is a white header with the title 'Online Business, Professional and Occupational License (BPOL) Filing'. A welcome message follows: 'Welcome to the Fairfax County Online Business Professional and Occupational License (BPOL) Filing Page.' A light blue box contains a disclaimer: 'To access this site, please acknowledge the following statement: While using this site, you are responsible for the protection of your own computer against "Malware" programs... The Fairfax County Department of Tax Administration (DTA) makes every effort to ensure the most current and accurate business tax information possible... Fairfax County assumes no responsibility for incorrect information entered by taxpayers... Under § 58.1-11 of the Code of Virginia, any person who willfully submits a return which he does not believe to be true and correct shall be guilty of a Class 1 misdemeanor.' Below the disclaimer are radio buttons for 'I Accept' (selected) and 'I Do Not Accept'. A red 'Maintenance Notice' is visible. At the bottom, a blue arrow points to the 'Renew Business Application' button, with the text 'Please select one of the options below to get started.' above it.

**STEP 2:** ➤ Enter your *existing* Business Account number.

➤ Enter Federal TAX-ID or Social Security Number referenced on your BPOL renewal notice.

Business, Professional and Occupational License (BPOL) Filing - Login

Business, Professional & Occupational License (BPOL) - 2024 Renewal Filing & Payment

Business Account Number: \*  -  -

Federal Employer Identification Number (FEIN)/(SSN): \*

**Search Tips**

Increase the speed and accuracy of your Tax Search

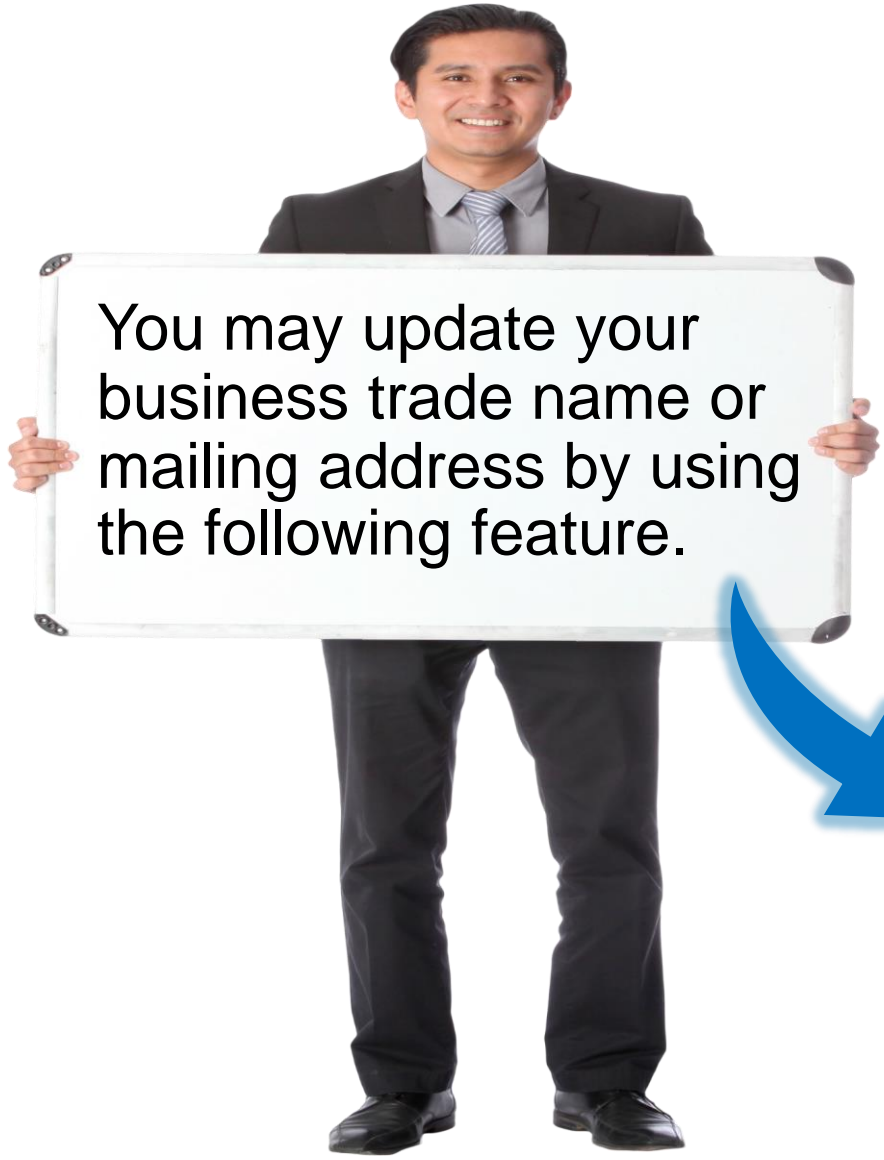
- Business Account Number is listed on your renewal application and on your previous license.
- Enter Complete Federal ID or SSN number without any dashes.

If you need assistance, please call DTA during normal business hours at 703-222-8234, option 4.



Click on “SUBMIT.”

# STEP 3: Select "File for 2024" to begin.



### Online Business, Professional and Occupational Filing - Details

Renewal Application For Business, Professional and Occupational License (BPOL)  
County of Fairfax, Department of Tax Administration

Business Account Number:	987-65-4321	Ordinance Details		
Federal Employer Identification Number:	12-3456789	Ordinance Code:	NAICS:	
Owner Name:	JOHN DOE LLC	47229-00	0.0031	541611
Trade Name:	JOHN DOE LLC	Location:		
Mailing Address:	12000 Government Center Parkway	12000 Government Center Parkway Fairfax, VA 22035		
Unit:				
City & State:	Fairfax, VA			
Zip Code:	22035			

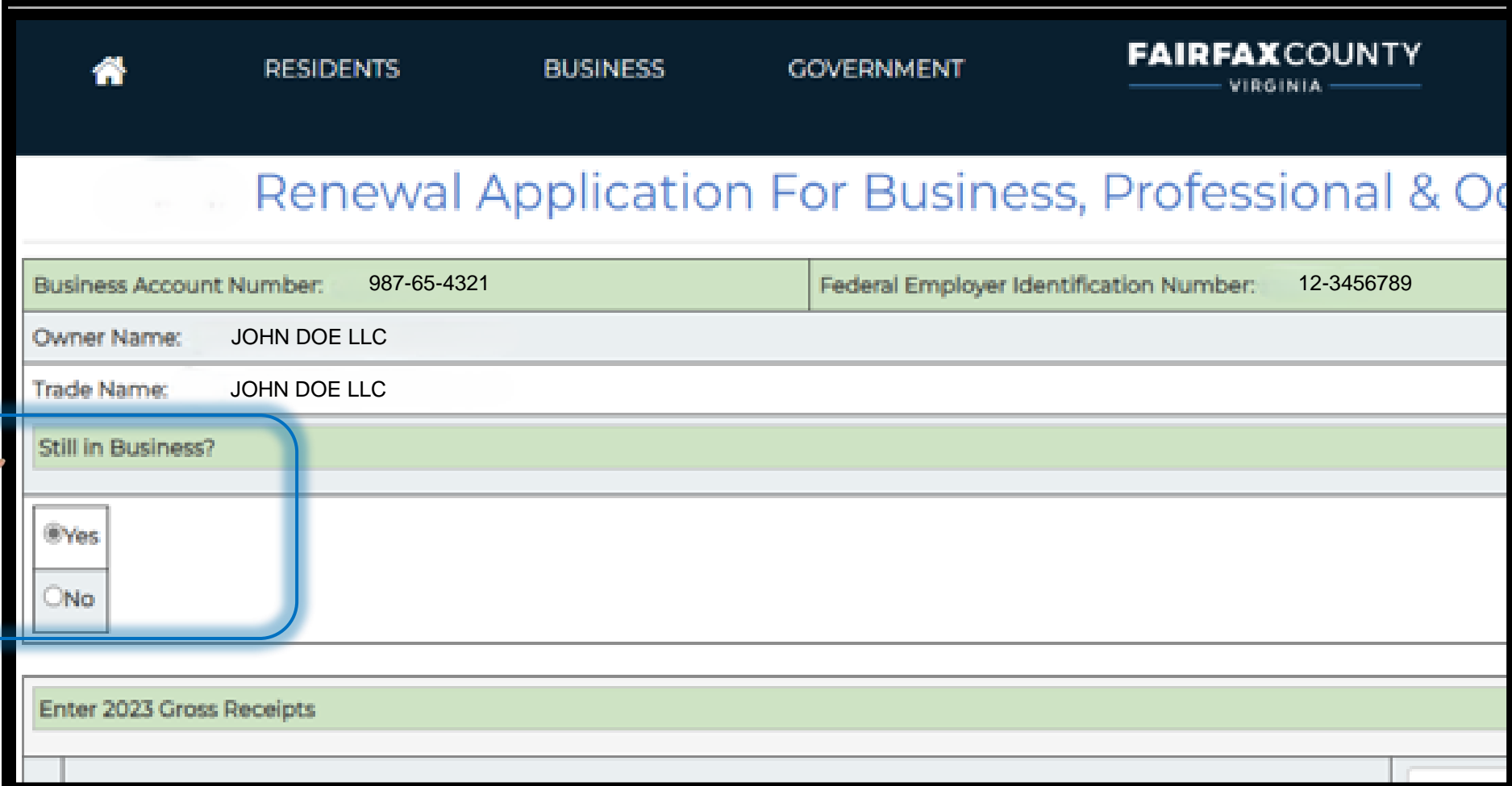
[Change Trade Name and/or Mailing Address](#)

[File for 2024](#)

[Back to BPOL File & Pay](#)

It is a misdemeanor for any person to willfully subscribe an application that he/she does not believe to be true and correct as to every material

**STEP 4:** Select “Yes” if you are still in business.



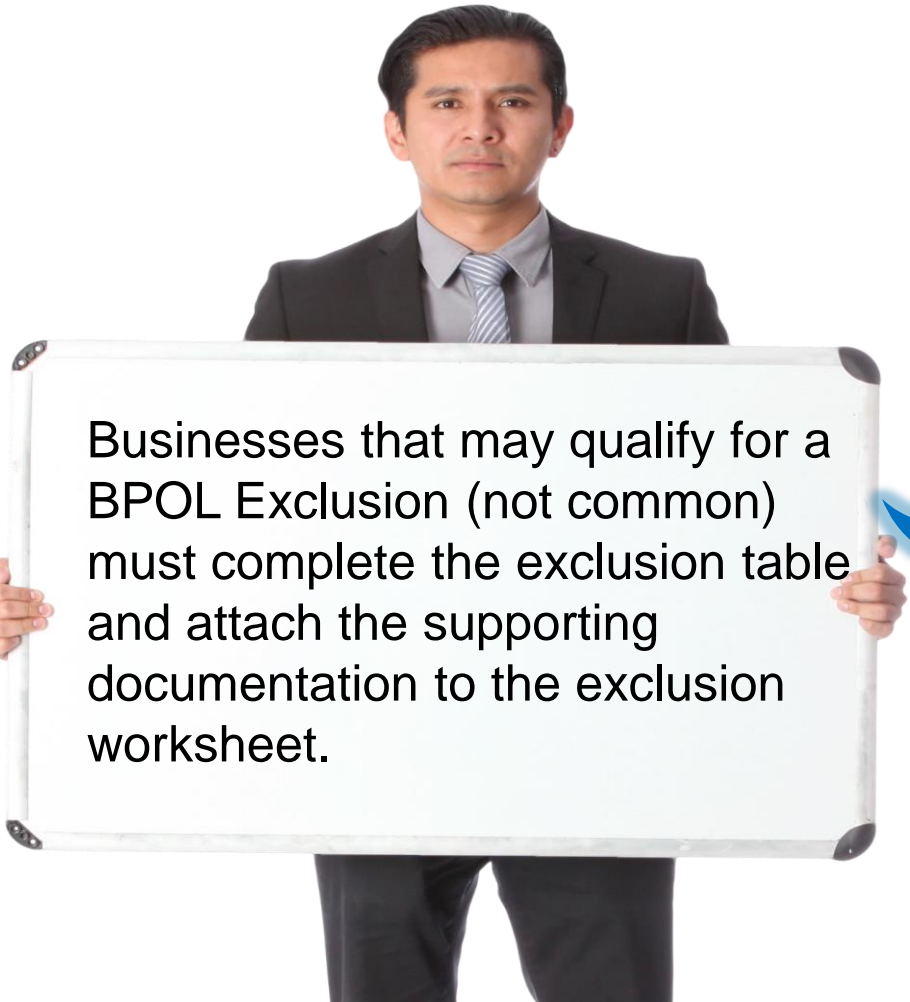
RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA

### Renewal Application For Business, Professional & Oc

Business Account Number: 987-65-4321	Federal Employer Identification Number: 12-3456789
Owner Name: JOHN DOE LLC	
Trade Name: JOHN DOE LLC	
Still in Business?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
Enter 2023 Gross Receipts	



# STEP 5: Enter your Gross Receipts. Then click on "Continue."



Businesses that may qualify for a BPOL Exclusion (not common) must complete the exclusion table and attach the supporting documentation to the exclusion worksheet.

### Renewal Application For Business, Professional & Occupatio

Business Account Number: 987-65-4321	Federal Employer Identification Number: 12-3456789
Owner Name: JOHN DOE LLC	
Trade Name: JOHN DOE LLC	
Still in Business?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
<b>Enter 2023 Gross Receipts</b>	
1. Enter Total 2023 Gross Receipts (whole, entire, total receipts, without deduction). *	\$0
2. Exclusions? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, you must complete the BPOL Exclusion Worksheet. Any exclusions without supporting documentation may be denied.	\$0
3. Subtract line 2 from line 1.	\$0
4. Amount Due by March 1, 2024	\$0
5. Late Filing Penalty - 10% of the Amount Due.	\$0
6. If paying after March 1, 2024 add line 4 and line 5. Pay This Amount.	\$0

**STEP 6:** If you are not a Contractor, Architect, or Engineer proceed to step 7.

The Virginia state license number is required for contractors, architects, and engineers.

No "VA Contractor's License Number," select "Handyman."

A screenshot of a web form titled "Other Business, Professional & Occupational License (BPO)". The form contains several fields: "Business Account Number: 987-65-4321", "Federal Employer Identification Number:", "Owner Name: JOHN DOE LLC", and "Trade Name: JOHN DOE LLC". Below these is a section for "Enter Contractor License/Worker's Compensation" with a blue circle around it. This section includes a "License Type:" dropdown menu with a list of options: "Select License", "Class A Contractor: Unlimited", "Class B Contractor: Up to \$120,000 per contract & cannot exceed \$750,000 a year", "Class C Contractor: Between \$1,000 to \$10,000 per contract & cannot exceed \$120,000 a year", "Tradesman/Journeyman: Under \$1,000 per contract", and "Handyman". There are also fields for "Filing Basis" and "Situation". At the bottom, there is a question "Is Business Operated from Leased Premises within Fairfax County?" with a "Yes" radio button selected.

If you are a contractor and have **3** or more employees, you *must* provide a "VA workers compensation insurance number."

# STEP 7: Enter Other Tax Details such as "Filing Basis."

If Business is operated from a leased premises within Fairfax County, select "Yes" and enter the following:

- Owner of Premises
- Annual Rent
- Address of owner



### Other Business, Professional & Occupational License (BPOL) Information

Business Account Number: 987-65-4321	Federal Employer Identification Number: 12-3456789	Ordinance Code: 47223B03			
Owner Name: JOHN DOE LLC					
Trade Name: JOHN DOE LLC					
Enter Other Tax Details					
Filing Basis					
Situs					
Is Business Operated from Leased Premises within Fairfax County?					
<input checked="" type="radio"/> Yes					
<input type="radio"/> No					
Name of Owner of Premises:		Annual Rent:			
ADDRESS OF OWNER OF PREMISES:		Street:		Apt/Suite:	
		City:		State:	VA
		Zip Code:			

All applications subject to audit pursuant to VA Code Sec 58.1-3109



# STEP 8: Enter all contact information.



All applications subject to audit pursuant to VA Code Sec 58.1-3109

Person to Contact in Case of Questions:	<input type="text"/>	Phone Number:	<input type="text"/>	(000-000-0000)
PROVIDE LOCATION WHERE TAX RECORDS ARE MAINTAINED:	Street	<input type="text"/>	Apt/Suite	<input type="text"/>
	City	<input type="text"/>	State	VA ▼
	Zip Code	<input type="text"/>		

[Back](#) [Continue](#)

Then click on "Continue"

# STEP 9: Verify the “BPOL Summary” and “Other BPOL Tax Information”

**Business, Professional & Occupational License (BPOL) Filing Verification**

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Business Account Number: 987-65-4321	Federal Employer Identification Number: 12-3456789
Owner Name: JOHN DOE LLC	
Trade Name: JOHN DOE LLC	

Please verify the following:

**BPOL Summary** [Edit](#)

Actual 2023 Gross Receipts: \$0

Gross Receipts Less Exclusions: \$0

Tax Amount: \$0

Total Amount Due: \$0.00

**Other BPOL Tax Information** [Edit](#)

Nature of Business: Enter Contractor License/Worker's Compensation

VA State License Type: Class A Contractor; Unlimited

VA State License Number:

Expiration Date: 1/1/2025

Valid Virginia Workers' Compensation Insurance: No

Filing Basis: Sibus

**STEP 10:** By selecting the checkbox, you declare that the statements and figures herein given are true, full, and correct.

Enter your contact information.



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

Name: \*

Title

Phone: \*  (000-000-0000) Ext:

Fax

Email Address: \*

Note: It is a misdemeanor for any person to willfully subscribe an application that he/she does not believe to be true and correct as to every material matter (Code of VA Sec 58.1-11).

**STEP 11:** The BPOL Filing Confirmation page provides confirmation number circled in blue indicating that Fairfax County has received the online filing.



**BPOL Filing Confirmation**

Owner Name:  
Trade Name:

Please remember to print a copy of this page. Your BPOL Confirmation Number will be sent via email. Detailed BPOL filing data will NOT be included in the email.

[Print](#)

You have successfully filed for a 2024 Fairfax County - Business, Professional & Occupational License!

Please allow 4 to 5 weeks for processing and U.S. Mail delivery.

**REMINDER** - Your BPOL filing includes exclusions related to your gross receipts. Supporting documentation must be attached to the following e-form: [Exclusion Document](#). If you need to return to this page to make your payment after submitting your supporting documentation.

Confirmation Number: 2909000

Amount Due: \$10,445.82

My Payment:

[Back to Main Page](#) [Make Payment](#)

The BPOL Confirmation Number above may be referenced if you need to Contact Us.

Click on "Make Payment."



**STEP 12:** Businesses that filed an exclusion on step 7 must attach the “Exclusion Documents.” *Skip to the next step if this does not apply to you.*

**REMINDER:**

All Exclusions must be supported by documentation and attached to the e-form: “EXCLUSION DOCUMENTS”  
(Failure to provide supporting documentation may result in denial of the exclusion)

**STEP 13:** This step is only applicable to companies that are unable to pay online. If you are able to make an online payment skip to step 15.

- **Make checks made payable to "County of Fairfax".**
- **List the amount due from the BPOL Confirmation screen from step 11.**
- **List your BPOL Acct# that you used to login to the BPOL portal on the check.**
- **Use envelope provided with your BPOL renewal notice and mail the payment to:**  
  
Department of Tax Administration  
12000 Government Center Parkway, Suite 223  
Fairfax, VA 22035
- **Payments postmarked on or before the due date are considered to be on time, regardless of date received.**

1027

DATE

PAY TO THE ORDER OF County of Fairfax \$

DOLLARS

FOR BPOL Acct#

22222222 000 111 555 1027



# STEP 14: Proceed to make a payment by clicking on "Pay."

You have successfully filed for a 2024 Fairfax County - Business, Professional & Occupational License!

Please allow 4 to 6 weeks for processing and U.S. Mail delivery.

Confirmation Number: 2409000

Amount Due: \$571.50

My Payment:

[Back to Main Page](#) [Make Payment](#)

The BPOL Confirmation Number above may be referenced if you need to Contact Us.

**BPOL Summary**

Trade Name: \_\_\_\_\_ Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Unit: \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

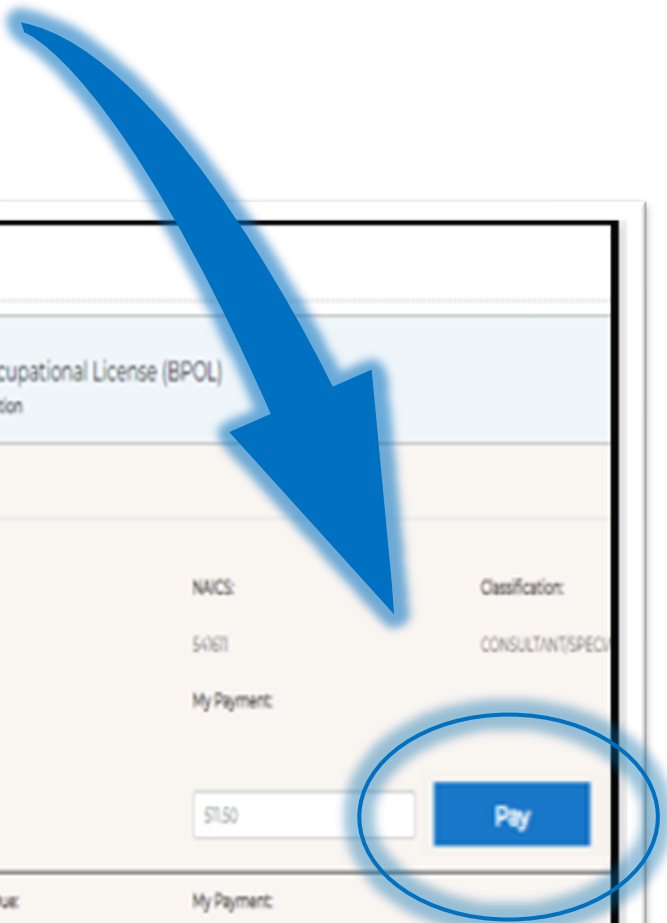
[Change Trade Name and/or Mailing Address](#)

Rate:	NAICS:	Classification:
0.0031	54611	CONSULTANT/SPECI
Amount Due:	My Payment:	
\$571.50	<input type="text" value="\$175.00"/>	<a href="#">Pay</a>
Total Amount Due:	My Payment:	
\$571.50	\$571.50	

Note: Total Amount Due includes BPOL taxes for the 2024 Tax Year. This amount may also include penalties and acc

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**STEP 15:** ➤ Select the payment type under “Payment Method.”

➤ You can pay using your **BANK ACCOUNT** or **CREDIT/DEBIT CARD**.



\*Payments made using your “BANK ACCOUNT (E-CHECK)” will not be charged a third-party processing fee.

A close-up of a web form section titled "Payment Method: \*". Below the title is a dropdown menu with a downward arrow. The menu is open, showing three options: "--Select--", "Bank Account", and "Credit Card". A blue oval highlights the "Bank Account" and "Credit Card" options.A screenshot of a web page titled "Business, Professional, and Occupational (BPOL) Tax". The page has two main sections: "User Fields" and "Payment". Under "User Fields", there is a text input field labeled "BAN / Ordinance Code / Tax Year". Under "Payment", there are three radio button options: "Pay now" (which is selected), "Schedule a Future Payment", and "Edit Existing Future Payment". Below these is a "Payment Method:" dropdown menu with a downward arrow and the text "--Select--". At the bottom of the "Payment" section is a blue "Next" button. A large blue arrow points from the "Next" button area towards the bottom right of the page.



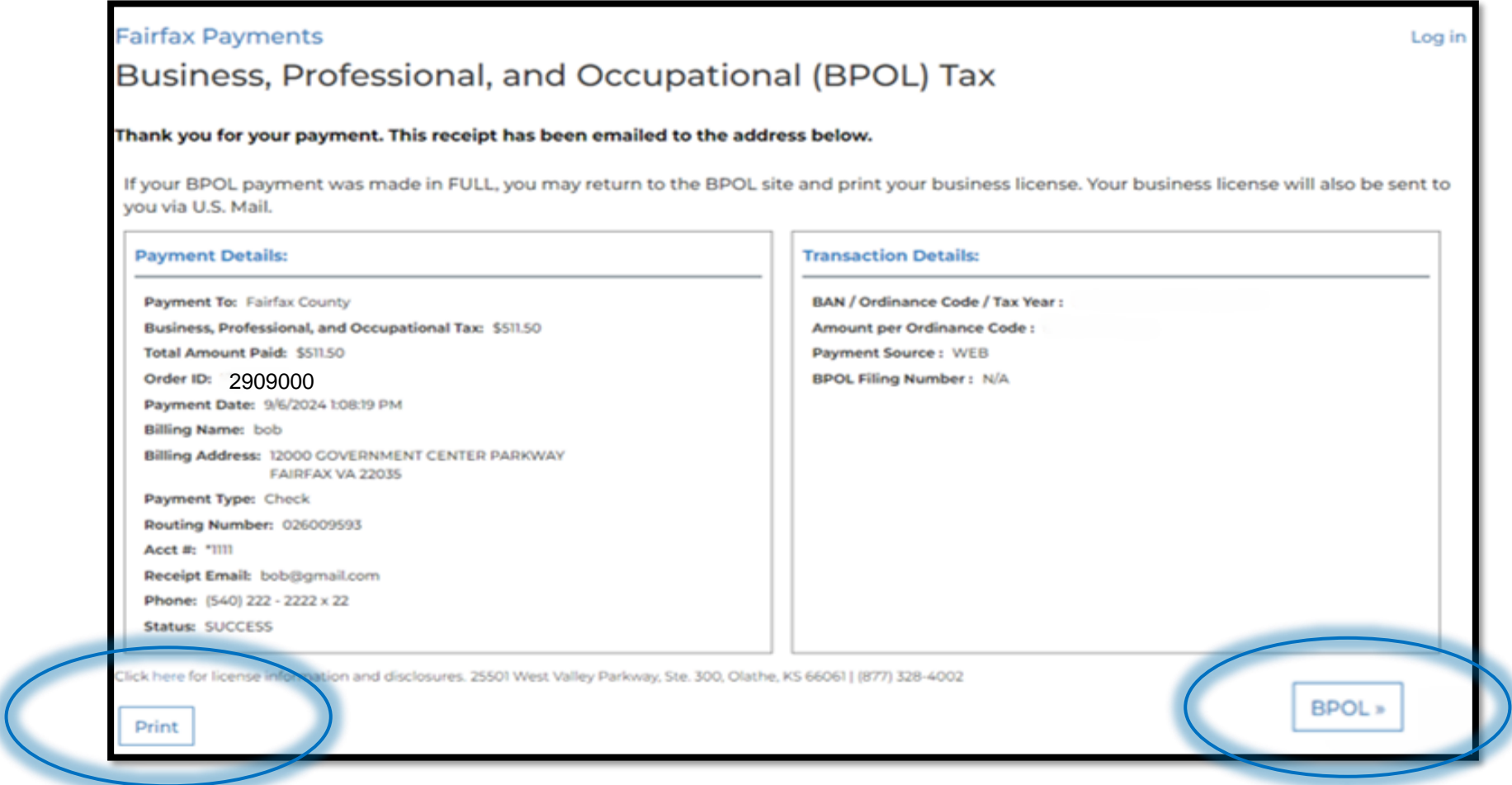
\*Payments made by your “CREDIT/DEBIT CARD” will be charged a non-refundable third-party processing fee of **2.35%**.

The screenshot shows the top navigation bar with 'BUSINESS', 'GOVERNMENT', 'FAIRFAX COUNTY VIRGINIA', 'SERVICES', and 'CONNECT'. Below is the title 'Business, Professional, and Occupational (BPOL) Tax'. A 'User Fields' section contains a text input for 'BAN / Ordinance Code / Tax Year'. The 'Payment' section is highlighted with a blue circle and contains three radio buttons: 'Pay now' (selected), 'Schedule a Future Payment', and 'Edit Existing Future Payment'. Below these is a 'Payment Method:' dropdown menu with 'Bank Account' selected and a blue 'Next' button.

If you are paying by **CREDIT/DEBIT CARD**, then upon review, select the checkbox, “YES, I AGREE TO THESE TERMS” to complete the payment.

This screenshot is similar to the first one but shows the 'Payment Method:' dropdown menu with 'Credit Card' selected. Below the dropdown is a paragraph of text: 'The Department of Tax Administration (DTA) uses a private credit card processing company, NIC-Virginia, to process credit card and debit card payments via this website. Pursuant to Section 4-20-1 of the Fairfax County Code and in concert with credit card company by-laws, NIC-Virginia will charge a service fee of 2.35% on the total amount being paid for all American Express, Discover, Visa Credit/Debit Cards and MasterCard Credit/Debit Cards. This is NIC-Virginia's service fee and does not represent revenue to Fairfax County. If you prefer to pay by e-check with no service fee, please change your payment method. By continuing, you hereby confirm your acceptance of the non-refundable service fee and agree to pay the "Total Amount."'. Below this text is a checkbox labeled 'Yes, I agree to these terms.' and a blue 'Next' button. The 'Payment' section and the terms of service text are highlighted with a blue circle.

**STEP 16:** Once the Payment is complete, you will receive an email with a confirmation number known as an “Order ID,” declaring that the status of your payment is a “Success.”



You have the option to “Print” the receipt.

Select “BPOL” to be rerouted to the main page and print your BPOL.

**STEP 17:** If you renew and paid for your license online you may instantly retrieve your current year BPOL license by clicking on “Print License” on the main filing page.

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County of Fairfax, Department of Tax Administration

Business Account Number:	987-65-4321	<b>Ordinance Details</b>		
Federal Employer Identification Number:	12-3456789	Ordinance Code:	Rate:	NAICS:
Owner Name:	JOHN DOE LLC	47229-00	0.0031	541611
Trade Name:	JOHN DOE LLC	Location:		
Mailing Address:	12000 Government Center Parkway	12000 Government Center Parkway	FAIRFAX	<a href="#">Print License</a>
Unit:		Fairfax, VA 22035		
City & State:	Fairfax, VA			
Zip Code:	22035			

[Change Trade Name and/or Mailing Address](#)

Note: It is a misdemeanor for any person to willfully subscribe an application that he/she does not believe to be true and correct as to every material

[Back to BPOL File & Pay](#)



You have successfully renewed and paid your Business, Professional & Occupational License (BPOL)!

