

E-File Your Taxes!

**BPOL Online File & Pay now available
in Fairfax County**

Go to: www.fairfaxcounty.gov/taxes/business & click on the icon for BPOL File and Pay.

Service is free when paying with a checking or savings account.

A service fee of 2.5% applies to all credit and debit card payments.

BPOL renewals must be filed and paid annually by March 1st.



To request this information in an alternate format, contact the Department of Tax Administration at 703-222-8234, TTY 711.

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2020 Business, Professional and Occupational License Information



Fairfax County Department of Tax Administration (DTA)

www.fairfaxcounty.gov/taxes
dtappdbusiness@fairfaxcounty.gov

12000 Government Center Parkway
Suite 223
Fairfax, VA 22035

Phone: 703-222-8234 option 4

TTY: 711

Fax: 703-324-3500

Hours

Monday - Friday, 8 a.m. to 4:30 p.m.

Counter open until 6:30 p.m. on Thursdays.

Important Information

Review all preprinted information on the Business, Professional and Occupational License (BPOL) form received with this brochure. **Correct any information that is not accurate.** For all filers, enter the requested information in the appropriate blocks: location where tax records are maintained, name and telephone number of person to be contacted in case of questions, and if premises are leased, name and address of owner and annual rent.

Due Date: File the enclosed form and remit payment of such tax to the Fairfax County Department of Tax Administration no later than **March 1, 2020**. The payment envelope must be postmarked on or before March 1, 2020. **Be sure to return the entire form intact.**

Federal Tax ID or Social Security Number: Some overpayment refunds may be eligible to receive interest. This interest is 1099 reportable interest income. Review your filing form to ensure that a Federal Tax ID or Social Security Number is on record with this office. If one of these numbers does not appear, provide this information on the filing form.

Payment Information: BPOL is a file and pay tax. Return the entire form along with your payment. In order to ensure correct payment, verify that the gross receipts amount multiplied by applicable rate is equal to the tax amount remitted. Pay the total amount due by **March 1, 2020**. Payments received after this date are subject to a 10 percent penalty. Interest on any unpaid balance will be calculated at a rate of 5 percent per annum, prorated on a monthly basis from the original due date. **Write account number on check.**

Outstanding Balance Due: Since this is a file and pay tax assessment, all payments received are applied first to any prior tax years that may be delinquent.

Real Estate Brokers: All commissions for the sale, lease, or rental of real estate are licensable under Section 4-7.2-34 of the Fairfax County Code. Real estate agents are not licensed separately and all commissions from the sale, lease, or rental of real estate are to be reported by the broker, to include agent commissions.

Renting By Owner: All receipts from the rental or lease of real estate are licensable under Section 4-7.2-27 of the Fairfax County Code. Owners or managers of leased residences, apartments, commercial property, or industrial facilities located in Fairfax County must attach a separate listing of buildings or projects owned or managed and include the location of the property and the annual rent by each location.

Retail Merchants: Retail merchants (renewal only) electing to pay on an installment basis must remit one-half of the total annual tax (first and second installments) due by March 1. The third installment is due June 1 and fourth installment is due Oct. 1. Retail merchants must provide Sales Tax Locality Code and Sales & Use Tax account number used when filing monthly sales tax return.

Research and Development (R&D): Report receipts for federal appropriations as allowed under Section 4-7.2-35 of the Fairfax County Code. Must provide documentation by March 1st for each eligible contract supporting such designation. Documentation includes, but is not limited to, copies of the appropriate contracts, appropriation data, work statements and detailed gross receipts information. **All documentation must be approved by DTA prior to classification as R&D.**

Contractors

■ Those with a principal office in Fairfax County that accept contracts for work on or in any building or structure that requires the use of paint, stone, brick, mortar, steel, wood, or other similar construction materials (see Code of Virginia Title 58.1-3714) may deduct the sum of any work exceeding \$25,000 in any year that is performed in another licensing jurisdiction in which a similar tax is paid. This deduction should be claimed on the exclusion line of the BPOL filing and an attachment showing the amount claimed to each jurisdiction identified. If amount is under \$25,000 in another licensing jurisdiction, please include with your Fairfax totals.

■ Workers Compensation Form 61A is available and can be filed online at www.vwc.state.va.us. The acknowledgement of compliance must be submitted with all BPOL applications and renewals.

■ All contractors, builders & developers, architects and engineers applying for or renewing a Fairfax County license must provide their state license number and the expiration date.

■ If you are not required to have a state license, you must provide a written statement to the county supported by an affidavit, which can be obtained at www.fairfaxcounty.gov/taxes.

Definitions

Gross Receipts: The total gross receipts that are attributable to the licensable activity, as defined in Section 4-7.2-1(a) of the Fairfax County Code.

Gross Purchases: All goods, wares and merchandise received for sale at each definite place of business of a wholesale merchant to include all costs incurred in the manufacture or acquisition of property of any nature or description, as defined in Section 4-7.2-1(a) of the Fairfax County Code.

Mixed Beverage: The Fairfax County Ordinance, Section 4-9-1, states that any person located in the County who holds a mixed beverage (ABC) license granted by Commonwealth of Virginia is subject to a local mixed beverage license.

Exclusions

NOTE: Expenses are not an allowable exclusion for most businesses.

A complete listing of exclusions and exclusion forms can be obtained at www.fairfaxcounty.gov/taxes or by contacting DTA at 703-222-8234 option 4, TTY 711. To claim an exclusion, attach an Exclusion Worksheet (Form 8TA-EX) and provide the required documentation. **Failure to attach worksheet and backup may result in denial of exclusion.**

Frequently claimed exclusions:

- **Gross Receipts Attributable** to a taxable business activity situated to another jurisdiction or state. Federal and all states tax returns are required support documentation.

- **501C(3) and 501C(6) organizations** may exclude business-related income from gross receipts. Attach most recently filed forms 990 and 990T.

- **Nonprofit organizations** may exclude gifts, contributions or membership dues received. Attach forms 990 and 990T.

- **Software Developers** as defined in Section 4-7.2-1(b)(1)(Z) of the Fairfax County Code, whose gross receipts are derived solely from the design, development, or creation of computer software for lease, sale or license, from a definite place of business within Fairfax County, may claim an exclusion. The exclusion is 100% of the receipts derived solely from the lease, sale or license of software products. Other related receipts (such as training, maintenance, or integration) are **not deductible**. Documentation required to receive this exclusion are copies of patents, copyrights and trademarks, copies of software license

agreements, applicable sales contracts and financial statements detailing gross receipts.

Instructions

BPOL Forms: The enclosed BPOL form is tailored for your particular business. The information in this brochure lists specific instructions by form number. **The form number is located at the upper left corner of the form.**

Form 8TA-NE: Form used when business is no longer in the estimating stage.

Form 8TA-E2: Form used for businesses in the second year of operation (i.e., still in the estimating stage).

Form 8TA-AJ: Form used for businesses in the third year of operation (final adjustments from estimating stage).

Form 8TA-NE

Line 1 Enter total actual gross receipts for 2019.

Line 2 Enter exclusions, if applicable. (See Exclusions).

Line 3 Subtract line 2 from line 1. These are your taxable gross receipts.

Line 4 If line 3 is \$100,001 or more, multiply line 3 by tax rate indicated on line 4 of form. Enter on line 4 and pay this amount. Otherwise, see 2020 BPOL Fee Table located in this brochure to determine amount and enter on line 4 and pay this amount. **The amount on line 4 is due by March 1, 2020.**

Line 5 If filing after March 1, 2020, multiply line 4 by 1.10. Enter on line 5 and pay this amount.

Forms 8TA-E2

Line 1 Enter your estimated 2020 gross receipts.

Line 2 If line 1 is \$100,001 or more, multiply line 1 by tax rate indicated on this line. Enter amount on line 2. Otherwise, see 2020 Fee Table located in this brochure to determine amount due and enter on line 2.

Line 3 Enter actual 2019 gross receipts.

Line 4 Enter exclusions, if applicable. (See Exclusions).

Line 5 Subtract line 4 from line 3. Enter this amount on line 5.

Line 6 If amount on line 5 is \$100,001 or more multiply line 5 by rate shown on line 6. Otherwise, see 2020 BPOL Fee Table located in this brochure to determine amount and enter on line 6.

Line 7 Subtract pre-printed amount in the middle of line 7 from line 6 and enter result on line 7. This indicates the tax amount previously assessed in 2019 as part of the estimating process. This is the adjustment to your 2019 tax.

Line 8 Add the amounts on line 2 and 7 together and enter on line 8 and pay this amount. **This is your 2020 tax due by March 1, 2020.** If this amount is less than 0, you will receive a refund within six to eight weeks after filing this renewal form.

Line 9 If filing after March 1, 2020, multiply line 8, if greater than 0, by 1.10. Enter on line 9 and pay this amount.

Forms 8TA-AJ

Line 1 Enter total gross receipts for 2019.

Line 2 Enter exclusions, if applicable. (See Exclusions).

Line 3 Subtract line 2 from line 1. These are your taxable gross receipts.

Line 4 If line 3 is \$100,001 or more, multiply line 3 by tax rate indicated on line 4 of form and enter this amount on line 4. Otherwise, see 2020 Fee Table located in this brochure to determine amount and enter on line 4.

Line 5 Enter amount from line 3 on line 5.

Line 6 If amount shown on line 5 is \$100,001 or more, multiply line 5 by rate shown on line 6 and enter on line 6. Otherwise, see 2020 BPOL Fee Table located in this brochure to determine amount and enter on line 6.

Line 7 The pre-printed amount in the middle of this line indicates the tax amount previously assessed in 2019 as part of the estimating process. Subtract the pre-printed amount in the middle of line 7 from line 6 and enter on line 7. This is the adjustment to your 2019 tax.

Line 8 Add the amounts on line 4 and 7 together and enter on line 8 and pay this amount. **This is your 2020 tax due by March 1, 2020.** If this amount is less than 0, you will receive a refund within six to eight weeks after filing this renewal form.

Line 9 If filing after March 1, 2020, multiply line 8 by 1.10. Enter on line 9 and pay this amount.

Fees and Rates

2020 BPOL Fee Table

| Gross Receipts | Fee Amount |
|-------------------------|---|
| \$0 - \$10,000 | \$0 |
| \$10,001 - \$50,000 | \$30 (Non-Proratable) |
| \$50,001 - \$100,000 | \$50 (Non-Proratable) |
| \$100,001 - and greater | Total Gross receipts multiplied by applicable tax rate. |

Rates for Gross Receipts \$100,001 and Greater

| Business Category | Tax Per \$100 of Gross Receipts/Purchases |
|---|---|
| Wholesale Merchants (Based on Gross Purchases) | .04 |
| Builders and Developers | .05 |
| Contractors | .11 |
| Retail Merchants | .17 |
| Business Service, Money Lenders | .19 |
| Personal Service, Repair Service | .19 |
| Telephone Companies | .24 |
| Amusements, Hotels/Motels | .26 |
| Renting By Owner | .26 |
| Consultants, Professionals, Specialized Services and Real Estate Brokers | .31 |
| Research and Development (certain federally funded R&D prime contractors pay \$.03; others pay \$.31) | .31 |

Appeals

Pursuant to Code of Virginia Title 58.1-3980: Any person, firm or corporation assessed a local tax may, within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later, may apply to the Director of the Department of Tax Administration (DTA) for a correction of the assessment.

Correction requests must be made in writing and include information supporting all claims of the appeal.