



# 2026 Business License Renewal

Prince William County, Taxpayer Services  
PO Box 2467, Woodbridge VA 22195-2467  
Phone: 703-792-6710 Email: TaxpayerServices@pwcgov.org

Account No: \_\_\_\_\_

APPLICATION RENEWAL IS DUE ON OR BEFORE MARCH 2, 2026.  
LICENSE TAX DUE, IF ANY, MUST BE INCLUDED WITH RENEWAL APPLICATION.  
SEE ENCLOSED INSTRUCTIONS FOR ADDITIONAL INFORMATION

## BUSINESS LICENSE APPLICATION

Business Name: \_\_\_\_\_

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

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

Location: \_\_\_\_\_

Classification: \_\_\_\_\_

Rate Class: \$X.XX/\$100.00 Taxable Gross Receipts

## REQUIRED FOR CONSTRUCTION, REMOVAL, REPAIR, OR IMPROVEMENT CONTRACTORS

☐ Include Copy Of Virginia Contractors License

Code of Virginia 54.1-1111 prohibits issuing or reissuing a business license unless a contractor has furnished a copy of a valid Virginia Class A, B, or C Contractors License issued in your business name by the Board for Contractors.

☐ Include Completed Workers' Compensation Form

Code of Virginia 58.1-3714 prohibits a county from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining workers' compensation coverage for his employees if such coverage is required.

**Submit renewals and payments through the Taxpayer Portal for faster processing.**

To register for an on-line account or log in (if you already have one) go to [tax.pwcgov.org](http://tax.pwcgov.org).

To set up a portal account, you will need your Business License Tax Account number.

1. Tax rate for business classification. \_\_\_\_\_
2. Enter total 2025 business gross receipts.  
Wholesale merchants enter business gross purchases rather than gross receipts. \_\_\_\_\_
3. Enter allowable adjustments from reverse side Table A, Line 4. \_\_\_\_\_
4. Subtract Line 3 from Line 2. This is your taxable gross receipts. \_\_\_\_\_
5. Enter \$0 if the amount on Line 4 above is less than \$500,000.00  
--otherwise--  
Divide Line 4 by \$100 and then multiply by the tax rate on Line 1. \_\_\_\_\_
6. If this box is checked [ ] you must also complete Table B on the reverse side. Then  
enter the adjustment amount to the 2024 license tax for new businesses from reverse  
side Table B, Line 5. \_\_\_\_\_
7. Add the amounts on Line 5 and Line 6 above. This is your 2025 tax due. \_\_\_\_\_

**Payment is due in full on or before MARCH 2, 2026**

**Make check payable to PRINCE WILLIAM COUNTY, PO BOX 2467, WOODBRIDGE VA 22195-2467**

See Enclosed Instructions On How To Determine Late Charge If Paying After MARCH 2, 2026

Late payment penalty: \_\_\_\_\_

Interest: \_\_\_\_\_

Total Including Late Charge: \_\_\_\_\_

I declare that the statements and figures herein given, including any accompanying schedules and statements, are true, full and correct to the best of my knowledge and belief. Under §58.1-11 of the Code of Virginia, any person who willfully subscribes an application which he does not believe to be true and correct shall be guilty of a Class 1 misdemeanor.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## APPLICANT'S CONTACT INFORMATION

N

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### TABLE A - ALLOWABLE ADJUSTMENTS

**To Be Completed Only By Gasoline/Diesel Fuel Supplier/Wholesalers, Restaurants That Sell Mixed Drinks, and Contractors Located In Prince William County**

1. Gasoline/Diesel Fuel Supplier/Wholesalers enter 2025 State/Federal excise fuel tax collected. \_\_\_\_\_
2. Restaurants that sell mixed drinks enter 2025 mixed drink sales (excluding beer and wine sales). \_\_\_\_\_
3. Contractors located in Prince William County may subtract 2025 gross receipts that exceed \$25,000 from work done in other Virginia jurisdictions that impose a similar business license tax, but only if the amount subtracted is reported to the other Virginia jurisdictions. YOU MUST PROVIDE A COPY OF YOUR COMPLETED BUSINESS LICENSE FILING FROM THESE JURISDICTIONS OR THE ADJUSTMENT WILL BE DISALLOWED (Virginia Code 58.1-3715). \_\_\_\_\_
4. Add Lines 1 through 3. This is your total allowable adjustments. Enter here and on reverse side, Line 3. \_\_\_\_\_

### TABLE B - ADJUSTMENTS TO 2025 LICENSE TAX

**Complete Only If Business Began On or After 1/1/2025 But Before 1/1/2026**

1. Enter tax rate for business classification \_\_\_\_\_
2. Enter your 2025 taxable gross receipts amount from reverse side Line 4 \_\_\_\_\_
3. Enter \$0 if the amount on Line 2 above is less than \$500,000.00  
--otherwise--  
Divide Line 2 by \$100 and then multiply by the tax rate on Line 1. \_\_\_\_\_
4. Enter the license tax paid when your 2025 Business License was issued \_\_\_\_\_
5. Subtract Line 4 from Line 3. If the result is less than \$0, enter the negative amount. This is the adjustment amount to the 2025 license tax. Enter here and on reverse side, Line 6. \_\_\_\_\_

**No business license will be issued until all delinquent business license, tangible personal property, and food and beverage taxes owed by the applicant to Prince William County have been paid (VA Code 58.1-3700).**