



Sheila Minor  
Director of Finance  
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## COUNTY OF HENRICO

### ADMINISTRATIVE PROCESS FOR APPLICATION TO CORRECT BPOL ASSESSMENTS

Pursuant to the provisions of Virginia Codes §58.1-3703.1 & 58.1-3980 and Henrico Code §20-377, any person assessed with a license tax may apply to the Director of Finance for correction.

The application for correction must be filed in good faith and contain the following:

1. Taxpayer name, identification number, address and business telephone number.
2. Power of Attorney, if applicant is other than the taxpayer.
3. A copy of the assessment.
4. A statement of the grounds for your claim, including the facts, issues and authority on which you rely.
5. A statement of the specific relief sought.
6. A request for a conference with the Director of Finance, if you desire one.

If you ask for a conference, it is within the discretion of the Director to grant your request. The Director will notify you of the time, date and place of the conference if your request is granted. The conference will be informal. The procedures and rules of evidence followed in adversarial proceedings will not apply. You may have your representatives or legal counsel attend, and you should notify the Director of Finance in advance of who will be coming.

The Director of Finance may require submission of additional information or documents they believe are necessary to make a proper determination of your claim.

Based on all the information and documentation available to the Director of Finance, they will fully review your application. As soon as practicable, the Director will notify you of their determination.

Feel free to contact the Department of Finance with any questions at (804) 501-4310.