



Henrico County, Virginia

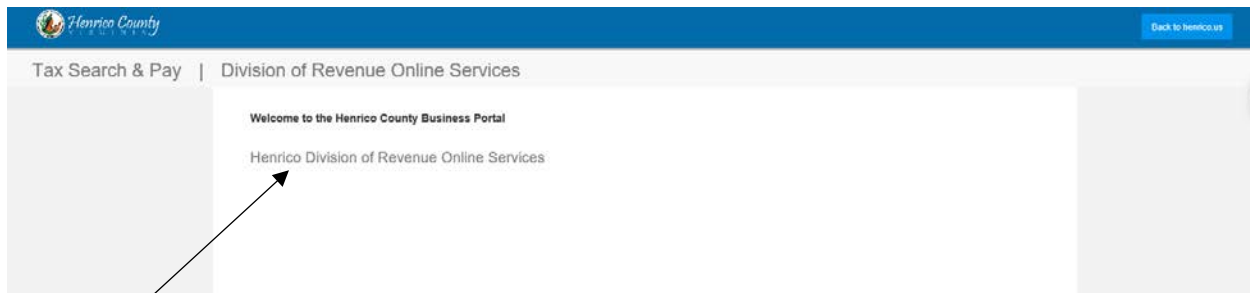
Business Tax Renewal Online Filing Instructions

Henrico County now offers an online portal that allows businesses to file and pay certain business taxes. Currently, filing and payment through the portal are available for businesses that have active records in the Henrico system. For new businesses, or businesses with inactive accounts, please contact the Business Section at (804) 501-4310 for assistance.

The following instructions highlight the basic filing process for business taxes. Business Section staff are available to assist Monday-Friday from 8:00 am – 4:30 pm at (804) 501-4310.

1. The first screen displays the taxpayer's Welcome to the Business Portal and provides one option:

[Henrico Division of Revenue Online Services](#)



Click this link to continue.

2. The next page will be a legal disclaimer outlining the County's and the taxpayer's responsibilities. It also gives notice that certain accounts require special information such as estimates and prior year adjustments.

Legal 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 "spyware" programs which could compromise information entered on your own computer and subsequently sent over the internet. "Spyware" programs may be unknowingly downloaded on your computer when visiting other sites on the internet, but not from the Henrico County website.
The Henrico County Revenue Division office makes every effort to ensure the most current and accurate business tax information possible. No warranties, expressed or implied, are provided for the data herein, for its use, or its interpretation. Neither Henrico County nor the Revenue Division office assumes any liability associated with the use or misuse of this data.
The Revenue Division office offers convenient and secure online tax filing options for business tax. Businesses registered online may not be reflected in other online services for up to 2 business days.
Henrico County assumes no responsibility for incorrect information entered by taxpayers. Taxpayers are responsible for ensuring that tax declarations are filed in sufficient time to meet required deadlines. Taxpayers are responsible for printing and retaining the confirmation for any transaction. The time and date of transactions as indicated on the confirmation will be the effective date the declaration is filed. Failure of a taxpayer to understand any information provided herein will not constitute grounds for waiver of any penalties or interest due to filing a declaration after the designated deadline.
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.
ATTENTION BUSINESS LICENSE FILERS: If you provided an estimated tax basis last year then you will also need to provide actual gross receipts (or gross purchases for wholesalers) for that tax period, in addition to filing for the current tax year. Estimates are required for certain tax classifications ("Foreign Contractor" and "Speculative Builder" and for recently opened (less than two full calendar years) license items. To determine if your tax basis was estimated, please review your business license renewal form. If "This Section Not Required" is printed in the lower third of the form, then your tax basis was not estimated, and you do not need to perform this step. Otherwise, you must complete the "Prior Year Adjustment Form" and upload it during the filing process. Please contact the Business Section at (804) 501-4310 for assistance.

You must click Accept to continue.

3. You will then be asked to login to the system by verifying your account. The verification requires three pieces of information:
 - a. Mailing Zip Code- This must be the mailing zip code currently associated with your Henrico Business License account.
 - b. Account number- This is the six-digit number located at the top right of your renewal form.
 - c. Federal ID or SSN- This is the tax number tied to your Henrico County Business Account. (There should be no spaces or dashes when entering.)

If you have any questions or need assistance determining your account number, please contact the Business Section at 804-501-4310.

Mailing Zip Code
 1

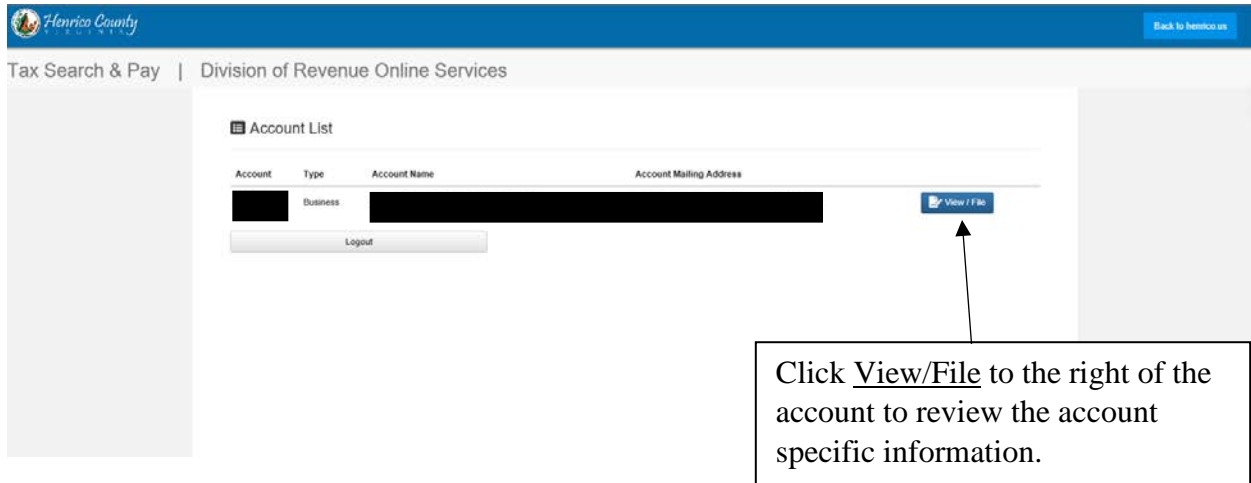
Account #
 2

Federal ID or SSN
 3

If you are experiencing trouble logging into your account or if you do not know your active account number(s), please contact the Business Section at (804) 501-4310.

After inputting click Login to continue.

4. The screen should now display a list of accounts associated with your information.



Account List

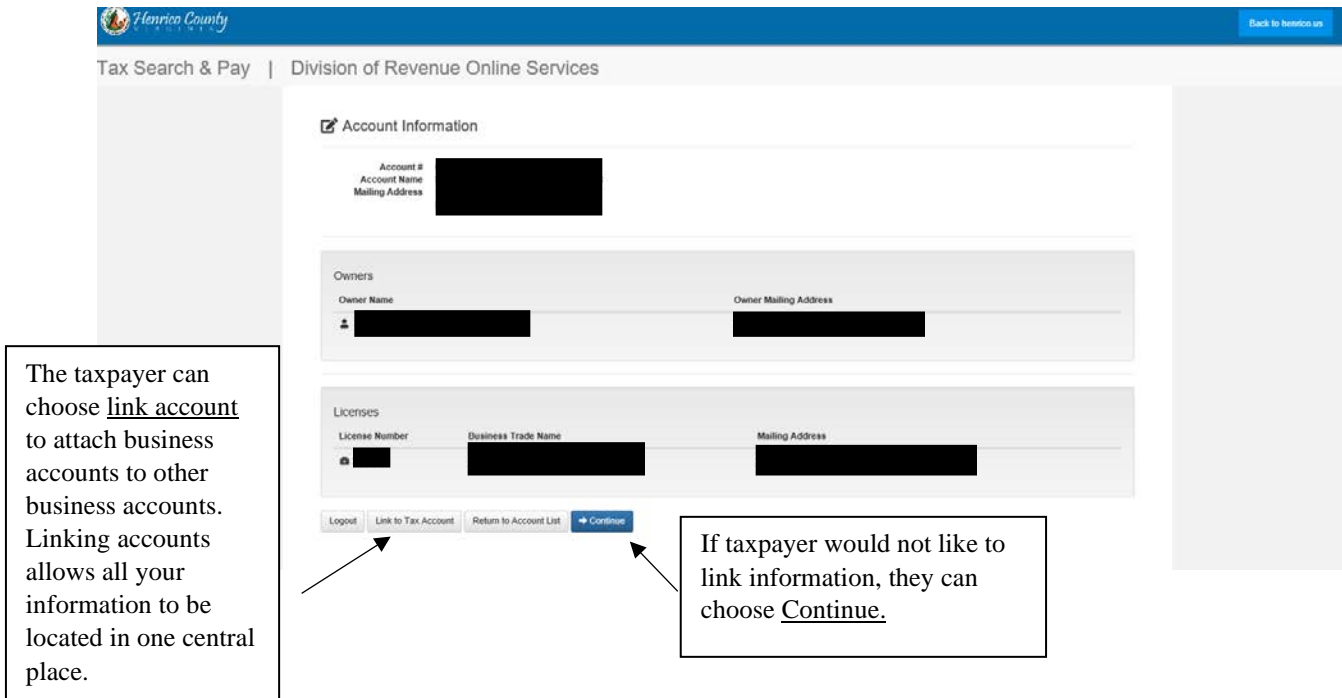
Account	Type	Account Name	Account Mailing Address
[REDACTED]	Business	[REDACTED]	[REDACTED]

View / File

Logout

Click View/File to the right of the account to review the account specific information.

5. On the account information screen, you will be able to view each type of account located under the “Account Owner”.



Account Information

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

Owners

Owner Name	Owner Mailing Address
[REDACTED]	[REDACTED]

Licenses

License Number	Business Trade Name	Mailing Address
[REDACTED]	[REDACTED]	[REDACTED]

Logout Link to Tax Account Return to Account List Continue

The taxpayer can choose link account to attach business accounts to other business accounts. Linking accounts allows all your information to be located in one central place.

If taxpayer would not like to link information, they can choose Continue.

- The next screen is the Billable Items for the account. Here you will see taxable items such as:
 - Business License
 - Business Personal Property
 - Monthly Fiduciary Taxes (Food & Beverage / Meals Tax)

Henrico County
Tax Search & Pay | Division of Revenue Online Services

Billable Items

Account # [redacted]
Account Name [redacted]
Mailing Address [redacted]

Filter By: Action Required
Select Action for the item you wish to work with

Business License

License Number	License Name	Class Code	Class Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
[redacted]	[redacted]	001102-01	ATTORNEY	[redacted]	9/1/2017		Business License	X Filing Required	View / File

Personal Property

Item Description	Item Identifier	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
[redacted]	[redacted]	[redacted]	1/1/2018		Computer Equipment	X Filing Required	View / File
[redacted]	[redacted]	[redacted]	9/1/2017		Tangible Business Property	X Filing Required	View / File

Logout | Return to Account List

Items that can be filed show filing required.

Options

To begin filling click View/File under the tab for the tax you want to file- Business License, Business Personal Property, or Monthly Fiduciary Taxes (Food and Beverage / Meals Tax)

Business License Filing

Click View/File under the Business License Tab

If filing a Business License for a Contractor click View/File under the Business License Tab and skip to section 7D.

- The next screen will list the installments that are available to be filed. For business license this will be a tax year (ex. 1/1/21 – 12/31/2021).

Henrico County
Tax Search & Pay | Division of Revenue Online Services

Business License

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

License # [REDACTED]
License Name [REDACTED]
Location [REDACTED]
Classification: ATTORNEY

Filter by Tax Year: 2021
Filter by Filing Status: All

Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2021	12/31/2021	\$0.00	Unfiled and Can Be Filed

Buttons: Logout, Return to Account List, Return To Filable Items, **File Now**

Clicking File Now will take the taxpayer to the data input screen.

- Next the taxpayer will reach a screen where the filing date is listed and the taxpayer is asked to give their Total Basis, scan a copy of supporting documents and certify your information. Supporting documents include revised filings for previous years (form can be found here <https://henrico.us/finance/forms/>) or any sales figure paperwork. At the bottom of the form contact information is needed.

Henrico County
Tax Search & Pay | Division of Revenue Online Services

Business License Installment 1 - 1/1/2021 - 12/31/2021

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

Business License Filing

Filing Date: 06/22/2021 ✓

Total Basis: \$ [REDACTED]

Total Basis is prior year gross receipts (gross purchases for wholesalers) UNLESS your classification is subject to a flat fee as noted below. <https://henrico.us/finance/forms/>

If your business started on 01/01 or later of the previous year you should upload your revised filing figures for the prior tax year. This form is available for download at <https://henrico.us/finance/forms/>. If you need to submit supporting documentation, please use the "Add a File" button above to attach the document(s) to this filing. This may also email the documents to CFinance@RevenueServices@henrico.us.

Scan/Load Documentation:
+ Add a File

I certify that the information on this 2021 submission is true and correct.

By typing my name in the box below, I affirmatively declare that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.

Name of submitter: [REDACTED] Phone number of submitter: [REDACTED]
 License # of submitter: [REDACTED] Phone number of submitter: [REDACTED]
 Email of submitter: [REDACTED] Custom Email: [REDACTED]
 Email of submitter: [REDACTED] Custom Email: [REDACTED]

Buttons: Logout, Return to Account List, **Submit Filing**, Return To Filable Items, Return To Installments

Upon completing the entire page, click Submit Filing to enter your information into the county system.

Prior Year Adjustments

If your business account start date was within the past two calendar years, your business classification is Contractor Foreign, or you are a Spec Builder then you will be required to submit an additional form to complete your renewal. The form will provide revised filing figures for the prior tax year.

The screenshot shows a web form for business license filing. At the top, account and license information is displayed. The main section is titled "Business License Filing" and includes a "Filing Date" field set to 05/06/2021 and a "Total Basis" field set to \$0.00. A red callout box points to a note about total basis. Below this, a box states "DOCUMENTATION IS REQUIRED FOR THIS FILING" and provides instructions on required documents. A "Scan/Load Documentation" section shows two required files (VA-DPQR Contractor License or Affidavit and Workers Comp Verification) that have not been uploaded, each with a "File Required - Please Attach File" error message. A "Choose File" button is next to each, and a "+ Add Another File" button is at the bottom.

Account # 693523
Account Name CAMPBELL DESIGNS, LLC
Mailing Address 1673 LOCUST GROVE RD
TOPPING VA 23169-2054

License #: 220920
License Name: CAMPBELL DESIGNS, LLC
Location: VARIOUS HENRICO 00000 0000 VA US
Classification: CONTR FOREIGN GEN

Business License Filing

Filing Date
05/06/2021 ✓

Total Basis
\$ 0.00 *

Total Basis is prior year gross receipts (gross purchases for wholesalers) UNLESS your classification is subject to a flat tax as noted below. <https://henrico.us/finance/forms/>

DOCUMENTATION IS REQUIRED FOR THIS FILING

VA-DPQR Contractors License or Contractor Affidavit is required for this filing along with Workers Comp Verification. Additionally if your classification above is NOT "CONTR HENRICO GENERAL" or if your business started on 2/1 or later of the previous year you should upload your revised filing figures for the prior tax year. These forms are available for download at <https://henrico.us/finance/forms/>. If you are not submitting these at this time please, check "No Documentation Uploaded" box and provide an explanation in the box provided. You MUST select one of these options to complete your filing. You may also email the documents to GFinanceRevenueBusiness@henrico.us

Scan/Load Documentation: No Documentation Uploaded

Choose File No file chosen VA-DPQR Contractor License or Affidavit * File Required - Please Attach File

Choose File No file chosen Workers Comp Verification * File Required - Please Attach File

+ Add Another File

If the taxpayer clicks one of the links above, they will be taken to the Henrico County website where relevant Business Section forms can be found.

Home	SERVICES	GOVERNMENT	DEPARTMENTS	HISTORY	NEWS	CONTACT
Finance	Forms				Contact Us	
Approved Tax Fee and Schedule	<p>Accounting Division Request for Duplicate W2 Form (pdf)</p> <p>Real Estate Division Disabled Veterans Real Estate Tax Exemption (pdf) Reinvest: Residential Rehab Application (pdf) Commercial Rehab Application (pdf) Derelict Building Abatement Application (pdf)</p> <p>Revenue Division – Business Section Business License Application & Instructions Business License General Information (pdf) Permit Center Application (pdf) Worker's Compensation Certificate (pdf) (For Contractors Only) Virginia Workers Compensation 61A (Online) (pdf) Business License Administrative Appeal Procedures (pdf) Business Personal Property Tax Return (pdf) Business Personal Property General Information (pdf) Meals Tax Instructions (pdf) Short-term Rental Property Tax Application (pdf) Short-term Rental Property Tax Quarterly Return (pdf) Transient Lodging Tax Remittance (pdf) Asset Listing Template Editable (pdf) Contractor Affidavit (pdf) Sch 95 (Leased Equipment) Template Editable (pdf) Prior Year Adj Template Editable (pdf)</p>				<p>Finance Department of Finance 4301 East Parham Road Henrico, VA 23228</p> <p>Finance Main Number (804) 501-4729</p> <p>Mailing Address P. O. Box 90775 Henrico, VA 23273-0775</p> <p>Phone Numbers by Topic</p>	
Business					Quick Links	
Capital Improvement Program					<p>Bids and Proposals</p> <p>Bid Tabulations</p> <p>Award Notices</p> <p>PPEA PPTA</p> <p>Proposed Budget, FY 2020-2021</p> <p>Henrico County's Current Budget</p> <p>Real Estate Taxes</p> <p>Approved Tax Fee and Schedule</p>	
Divisions						
FAQs						
Forms						
Fraud and Tax Scams						
Hours of Operation and Holidays						
Important Dates						
Meals Tax Information						
Online Real Estate Data & Disclaimer						
Online Tax Assistance Form						
Payment Options						
Phone Numbers by Topic						
Public Data						
Real Estate						
Services						
Short-Term Residential Registry						

Link for Prior Year Adjustments

Once they click the link, they will be taken to the Prior Year Adjustment Template where they will be able to print the form to complete. The taxpayer should complete the form in its **entirety**. Once completed and saved to the taxpayer's computer the document is ready to be uploaded. It can be attached using the **Scan/Load Documentation** section of the page.

Account # 693523
Account Name CAMPBELL DESIGNS, LLC
Mailing Address 1673 LOCUST GROVE RD
TOPPING VA 23169-2054

License #: 220920
License Name: CAMPBELL DESIGNS, LLC
Location: VARIOUS HENRICO 00000 0000 VA US
Classification: CONTR FOREIGN GEN

Business License Filing

Filing Date

05/06/2021 ✓

Total Basis

\$ 0.00 *

Total Basis is prior year gross receipts (gross purchases for wholesalers) UNLESS your classification is subject to a flat tax as noted below. <https://henrico.us/finance/forms/>.

DOCUMENTATION IS REQUIRED FOR THIS FILING

VA-DPOR Contractors License or Contractor Affidavit is required for this filing along with Workers Comp Verification. Additionally if your classification above is NOT "CONTR HENRICO GENERAL" or if your business started on 2/1 or later of the previous year you should upload your revised filing figures for the prior tax year. These forms are available for download at <https://henrico.us/finance/forms/>. If you are not submitting these at this time please, check "No Documentation Uploaded" box and provide an explanation in the box provided. You MUST select one of these options to complete your filing. You may also email the documents to GFinanceRevenueBusiness@henrico.us

Scan/Load Documentation: No Documentation Uploaded

Choose File No file chosen

VA-DPOR Contractor License or Affidavit * File Required - Please Attach File

Choose File No file chosen

Workers Comp Verification * File Required - Please Attach File

Choose File No file chosen

Prior YR Adj

First click add another file.

Finally, choose your form you just created.

Second, choose Prior Yr Adj.

This process must be completed to renew your license. If it is not, then you will be contacted by the Henrico County Business Office to obtain the missing information.

Contractor License Filing

Contractor accounts require additional information to be uploaded for completed renewals in the center of the page.

- One box in the center of the page is for DPOR Contractor License or signed and notarized Contractor Affidavits.
- The other box is for Workers Compensation Verification.

If this information is not provided you must check the "No Documentation Uploaded" box in the same section and provide an explanation.

*Note: If either of the above information is not provided then a completed business license can not be given.

Fill in the submitter information before clicking Submit Filing to continue.

You must check the red box near the bottom certifying the information you provided.

Business Personal Property Filing

If filing tangible property click View/File under the Personal Property Tab.

* 7B. The next screen will take the taxpayer to the installments available to be filed. For Tangible Business Property this will be a tax year (ex. 1/1/21 – 12/31/2021).

Clicking File Now will take the taxpayer to the data input screen.

*Note: A filing is required for each item identified (Tangible Business Property, Computer Equipment, and Machinery and Tools)

* 8B. The next page allows the taxpayer to enter in their changes to each purchase year for tangible property. Input the total purchase cost of property remaining in each purchase year.

(Ex. \$1000 original purchase cost for year 2015 – 1 computer desk original purchase cost \$250, disposed of in the current year = New original purchase cost for 2015 of \$750)

*Note: You must input 0.00 (must be input as 0.00) for years where not property was filed to proceed.

After updating filing you must upload an asset listing of your property. If you do not upload documentation, you must check the box marked “No Documentation Uploaded” and give a brief explanation.

Purchase Year	Original Cost of Property
2020	\$ 1.00
2019	\$ 0.00
2018	\$ 0.00
2017	\$ 0.00
2016	\$ 0.00
2015	\$ 0.00
2014	\$ 0.00
2013	\$ 0.00
2012	\$ 0.00
2011 and Prior Years	\$ 0.00
Total: \$2.00	

DOCUMENTATION IS REQUIRED FOR THIS FILING

Itemized Documentation: No Documentation uploaded

No Documentation Comment: *

No Property to report

I certify that the information on this 2021 declaration is true and correct

By typing my name in the box below, I certify that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.

Name of Submitter: * Phone Number of Submitter: *

Email of Submitter: * Confirm Email: *

Submit Filing

After completing click Submit Filing to proceed.

Be sure to fill in updated contact information at the bottom of the form.

*Note: Make sure all assets are filed in the correct billable item category.

Food and Beverage (Meals) Tax Filing

To file Meals Tax click View/File under the Monthly Fiduciary tab.

* 7C. The next screen will list the installments that are available to be filed. For Food and Beverage this will be a monthly installment (ex. 1/1/21 – 1/31/2021).

*Note: You must file the oldest due installment first.

Florida County
Tax Search & Pay | Division of Revenue Online Services

Food and Beverage

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

License # [REDACTED]
License Name [REDACTED]
Location [REDACTED]

Filter by Tax Year: 2021
Filter by Filing Status: AB

Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2021	1/31/2021	\$0.00	Unfiled and Can Be Filed
2	2/1/2021	2/28/2021	\$0.00	Prior Installment Filings must be Completed First
3	3/1/2021	3/31/2021	\$0.00	Prior Installment Filings must be Completed First

File Now

Logout | Return to Account List | Return To Billable Items

Clicking File Now will take the taxpayer to the data input screen.

* 8C. Here the taxpayer will see the Filing Date that will be used. There will also be a box to enter Gross Sales of the business for the month. The box marked Non-Taxable Sales and Other Deductions can be used to deduct from Gross Sales any purchases that are exempt from being reported for Food & Beverage Tax.

Florida County
Tax Search & Pay | Division of Revenue Online Services

Food and Beverage Installment 12 - 12/1/2020 - 12/31/2020

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

Food and Beverage Filing

Filing Date: 04/29/2021 ✓

Gross Sales: \$ 0.00 ✓

Non-Taxable Sales and other deductions: \$ 0.00 ✓

I certify that the information on this 2020 declaration is true and correct ✓

By typing my name in the box below, I willfully declare that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.

Name of Submitter: [REDACTED] ✓
Phone Number of Submitter: [REDACTED] ✓
Email of Submitter: [REDACTED] ✓
Confirm Email: [REDACTED] ✓

Submit Filing

Logout | Return to Account List | Return To Billable Items | Return To Installments

Complete the submitter information at the bottom of the page then click Submit Filing.

Be sure to certify the information by checking the box near the center of the page.

9. Filings are complete when the Billable Items page shows no action required.

Billable Items

Account # [REDACTED]
 Account Name [REDACTED]
 Mailing Address [REDACTED]

Filter By: All

Select Action for the Item you wish to work with

Business License									
License Number	License Name	Class Code	Class Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
[REDACTED]	[REDACTED]	006636-01	CONSULTING SERVICES	[REDACTED]	6/8/2018		Business License	Completed	View / File

Personal Property									
Item Description	Item Identifier	Physical Location Address	Opened	Closed	Description	Action Required?	Actions		
[REDACTED]	[REDACTED]	[REDACTED]	6/9/2018		Tangible Business Property	Completed	View / File		

Logout | Returns to Account List

Completed

10. After completing all filings, the next screen will be the payment section. Here you will get a full breakdown of what is owed on your account and the option of paying each item individually or the total amount owed.

Alameda County | Back to Services

Tax Search & Pay | Division of Revenue Online Services

Overview & Pay | My Recent Filings | View & Print Bill | Address Change | Other Changes | Back to Search

Owner Information		Bill Information		Payment Status	
[REDACTED]	[REDACTED]	Account Number	[REDACTED]	Payment Status	Unpaid
[REDACTED]	[REDACTED]	Bill Number	00012021	Print Date	6/16/20
[REDACTED]	[REDACTED]	Bill Date	6/16/20	Bill Amount	\$1,010.24
[REDACTED]	[REDACTED]	Bill Year	2021	Penalty	\$0.00
[REDACTED]	[REDACTED]	Bill Item	1	Interest	\$14.53
[REDACTED]	[REDACTED]	Invoice Type	Business License	PRPD Interest	\$0.00
				PRPD Business Debt	\$1,915.54
				Total Due for All Bills	\$1,915.54

Account Balance Info

6/16/2020	\$1,010.24
6/16/2020	\$0.00
Total Due for All Bills 6/16/2020	\$1,010.24

Items

Type	Description	Identifier	Opened From	Total Due
Business License	BL - ATTORNEY	License # Class: 2107000110201	01/01/2021	\$1,010.24

[Go Add To Cart](#)
[Go Pay Total Due for All Bills](#)
[Go Search for Additional Payments](#)
[Logout](#)
[Return To Billable Items](#)

Once decided the taxpayer can click which option they want to pay on, one item or the total balance, and proceed to the payment information input screen.