C. Evans Poston, Jr.
Commissioner of the Revenue

Telephone (757) 664-7890
Fax (757) 441-1286

Amendment to Business License

Business License Account# _____

Type of Change ☐Address ☐Trade Name*
☐Ownership* ☐Other

Date Effective _____

From Only complete Information to change.

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____ Business Classification _____

Signature of Owner _____ Title _____ Date _____

Print Name of Owner _____ Fed ID# or SSN# _____

To

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____ Business Classification _____

Signature of Owner _____ Title _____ Date _____

Print Name of Owner _____ Fed ID# or SSN# _____

For Official Use Only

* Requires taxpayer to come to COR.

- ☐ Zoning Approval Required
  Required for change of address or reclassification.
- ☐ Clerk of Circuit Court
  Re-registration of fictitious name ($10.00)
- ☐ New Corporation
  Copy of corporate charter issued by the Virginia State Corporation Commissioner and list of officers and address are required.
- ☐ Transfer of Ownership
  New owner liable for previously reported gross receipts and tax due of old owner and must provide those records at time of audit.
- ☐ Change to Partnership
  Required: Certification from State Corporation Commission if limited partnership.
- ☐ Commissioner of the Revenue
  Trustee tax for food, lodging, et cetera.

_____
Deputy

All signatures must be notarized unless signed in the presence of a deputy Commissioner of the Revenue.