

Eservices Portal Quick Reference Guide.

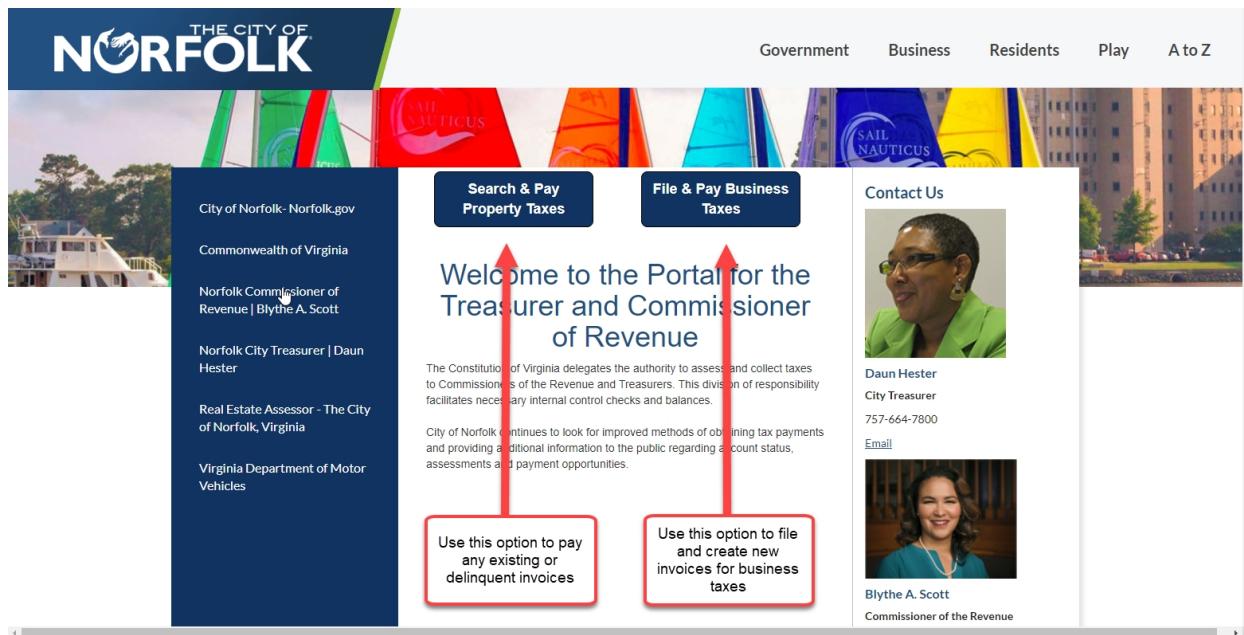
<https://eservices.norfolk.gov/#/>

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LOG ON

You have 2 options to use on the site depending on the activity you need to complete.



If you just need to pay an existing invoice, use the **Search & Pay Property Taxes** option. If you need to File and Pay Business Taxes (such as Business License fee, Admission tax, Food & Beverage tax, Room tax, Transient Occupancy tax and Short-term rental tax) use the **File & Pay Business Taxes** option. You can now also file your Tangible Business Personal Property and Machinery and Tools returns and upload the required documentation.



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 malicious software which could compromise information entered.

The Norfolk Commissioner of the Revenue's Office offers convenient and secure online tax filing options for the following taxes: business license, tangible business property tax, food and beverage tax, admission tax, lodging tax, room tax and short-term rental tax on heavy and regular equipment. Taxpayers are responsible for retaining confirmation of any transaction. The time and date of transactions as indicated 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 penalties or interest due to filing after the designated deadline.

The Norfolk Commissioner of the Revenue's Office makes every effort to ensure the most current and accurate business tax information is available. No warranties expressed or implied are provided for the data herein, for its use, or its interpretation. Neither the City of Norfolk nor the Commissioner of the Revenue's Office assumes any liability associated with the use or misuse of this data.

The following payment options are available when using this service after entering the filing information online:

- Add the invoice to the cart and pay by:
 - E-check for a fee of \$1.50.
 - Pay by credit card or with your PayPal account including a convenience fee of 2.2% plus a \$0.30 transaction fee which will be added to the total due. (fee is subject to change at the discretion of the City Treasurer).
- Print the invoice and mail the payment made payable to the **Norfolk City Treasurer to PO Box 3215 Norfolk, VA 23510**

Initial applications for a NEW BUSINESS LICENSE ARE NOT ACCEPTED THROUGH THIS SITE. Please visit our website for step-by-step guidance on how to open a new business:
<https://www.norfolk.gov/744/Business-Licensing-NEW>.

Read and accept the Disclaimer.

Now you will be presented with the login page. Enter the requested information. The login credentials are hashed using a salt and hash encryption algorithm to provide online security, so entering your full FEIN/SSN is safe and secure.

Mailing Zip Code
23504

Account #
996022

Federal ID or SSN
.....

If you are experiencing trouble logging into your account or if you do not know your active account number(s), please contact the Commissioner of the Revenue at 757-664-7886 or email CORWEBMGMT@norfolk.gov.

You must enter your full Federal ID or SSN.

enter the requested information including the full SSN or FEIN used when you established your account.

Login Cancel

You will see the **Account List** screen showing your account. CLICK View/File to continue.

Account List

Account	Type	Account Name	Account Mailing Address	
996022	Business	PLACE TO EAT LLC	26TH ST E NORFOLK, VA 23504-1802	View / File

Logout

You will see the **Account Information** screen showing your account and any others you may have linked. CLICK Continue.

Account Information

Account # 996022
Account Name PLACE TO EAT LLC
Mailing Address 26TH ST E NORFOLK VA 23504-1802

Owners

Owner Name	Owner Mailing Address
PLACE TO EAT LLC	26TH ST E NORFOLK, VA 23504-1802

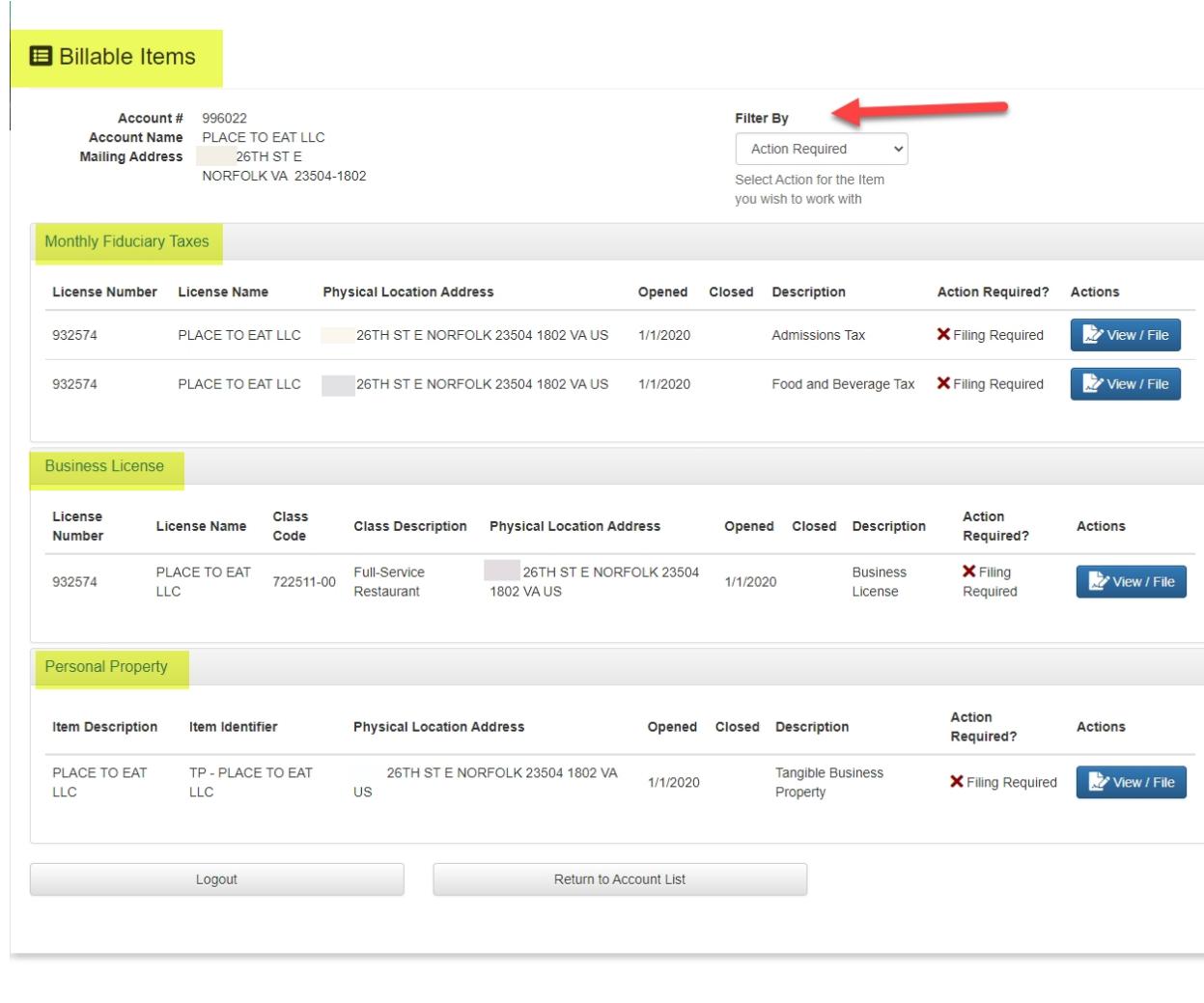
Licenses

License Number	Business Trade Name	Mailing Address
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US

Logout Link to Tax Account Return to Account List Continue

BILLABLE ITEMS

Now you will be presented with the **Billable Items** page which is where you will start the filing for the different tax types associated with your account.



Billable Items

Account # 996022
Account Name PLACE TO EAT LLC
Mailing Address 26TH ST E NORFOLK VA 23504-1802

Filter By 

Action Required 

Select Action for the Item you wish to work with

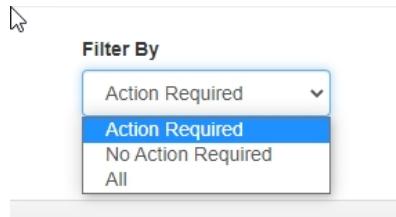
Monthly Fiduciary Taxes								
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Admissions Tax	 Filing Required		
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Food and Beverage Tax	 Filing Required		

Business License									
License Number	License Name	Class Code	Class Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932574	PLACE TO EAT LLC	722511-00	Full-Service Restaurant	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Business License	 Filing Required	

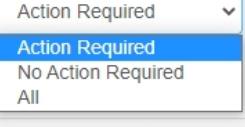
Personal Property								
Item Description	Item Identifier	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
PLACE TO EAT LLC	TP - PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Tangible Business Property	 Filing Required		

[Logout](#) [Return to Account List](#)

CLICK View/File on the tax type to start the filing. If you are not sure what you may need to file you can use the Filter By option on the top right-hand portion of the screen to help you select.



Filter By

Action Required 

Action Required
No Action Required
All

Each filing screen provides information about the type of tax you are attempting to submit. Below are examples of each screen.

FILING

MONTHLY FIDUCIARY TAXES- these include Admission, Food & Beverage, Room and Transient Occupancy taxes.

- **FOOD & BEVERAGE TAX**

Monthly Fiduciary Taxes						
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required? Actions
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Admissions Tax	✗ Filing Required View / File
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Food and Beverage Tax	✗ Filing Required View / File

From the Billable Items page select View/File next to the Food & Beverage Tax description.

<input checked="" type="checkbox"/> Food and Beverage Tax				
Account # 996022		Filter by Tax Year		
Account Name PLACE TO EAT LLC		2021		
Mailing Address 26TH ST E NORFOLK VA 23504-1802		Filter by Filing Status		
Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2021	1/31/2021	\$1,000.00	🚩 Filed with Balance Due View Filing Pay Bill
2	2/1/2021	2/28/2021	\$0.00	🚩 Unfiled and Can Be Filed File Now
3	3/1/2021	3/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
4	4/1/2021	4/30/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
5	5/1/2021	5/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
6	6/1/2021	6/30/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
7	7/1/2021	7/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
8	8/1/2021	8/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
9	9/1/2021	9/30/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
10	10/1/2021	10/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
11	11/1/2021	11/30/2021	\$0.00	🚩 Prior Installment Filings must be Completed First
12	12/1/2021	12/31/2021	\$0.00	🚩 Prior Installment Filings must be Completed First

Select **File Now** and you will be directed to the Food & Beverage tax filing page to begin your monthly return.

*If you select the wrong tax type or feel you are in the wrong section. At any time, you can [Logout](#) or [Return to Account List](#) or [Return to Billable Items](#) page by using the options at the bottom of each filing page.

Below is the page that you will enter the information necessary to file the installment selected. **THE FILING AND PAYMENT ARE DUE BY THE 20th OF EACH MONTH.**

Food and Beverage Tax Installment 2 - 2/1/2021 - 2/28/2021

Please pay extra attention to the installment you are submitting.

Account # 996022	License # 932574
Account Name PLACE TO EAT LLC	License Name: PLACE TO EAT LLC
Mailing Address 26TH ST E	Location: 26TH ST E NORFOLK 23504 1802 VA US
NORFOLK VA 23504-1802	

Food and Beverage Tax Filing

Filing Date 09/20/2021 ✓

Total Gross Receipts \$ 0 *

Numeric characters only. Decimal point required.

Each filing page shows a description of the tax and provides some guidance on what to enter.

The Food and Beverage Tax, also called the Meal Tax, is 6.5% on all food and beverages, including alcoholic beverages, purchased in or from a food establishment. ENTER the total gross receipts for the preceding month.

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

Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 : *

Comment:

Comment

Submit Filing

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

You must complete each section marked with a red X. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one below) letting you know it has been submitted successfully.

Filing Confirmation

To: [norfolk.gov](mailto:@norfolk.gov)

Reply | Reply All | Forward | ...

Tue 9/7/2021 11:39 AM

Thank you for filing the gross receipts for your **Food and Beverage** tax, it has been submitted successfully. The information you have provided will be reviewed. If additional information is required, you will be contacted by a member of my staff at the phone number or email you provided.

Account#:
 Item#:
 Item Type: Food and Beverage Tax
 The information you submitted was:
 Total Gross Receipts: \$1,000.00
 Email Address:
 Submitted by:
 Phone number:
 Comment:

Filing submission received: 09/07/2021 11:39 AM

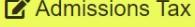
Monthly filings and payments are due on or before the **20th of each month**. You may logon to your account anytime to view the status of your filing at eservices.norfolk.gov. If you have any questions or need to make any changes or corrections to this filing, please contact my office at 757-664-7886 during normal business hours or by email at cortb@norfolk.gov.

Blythe A. Scott
 City of Norfolk Commissioner of the Revenue.

● ADMISSIONS TAX

Monthly Fiduciary Taxes							
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Admissions Tax	✗ Filing Required	
932574	PLACE TO EAT LLC	26TH ST E NORFOLK 23504 1802 VA US	1/1/2020		Food and Beverage Tax	✗ Filing Required	

From the Billable Items page select View/File next to the Admissions Tax description.

 Admissions Tax

Account # 996022	License # 932574				
Account Name PLACE TO EAT LLC	License Name PLACE TO EAT LLC				
Mailing Address 26TH ST E NORFOLK VA 23504-1802	Location 26TH ST E NORFOLK 23504 1802 VA US				
Filter by Tax Year <input type="button" value="2021"/> Filter by Filing Status <input type="button" value="All"/>					
Installment	Taxed From	Taxed To	Taxable Value	Status	
1	1/1/2021	1/31/2021	\$1,000.00	 Filed with Balance Due	 
2	2/1/2021	2/28/2021	\$0.00	 Unfiled and Can Be Filed	
3	3/1/2021	3/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
4	4/1/2021	4/30/2021	\$0.00	 Prior Installment Filings must be Completed First	
5	5/1/2021	5/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
6	6/1/2021	6/30/2021	\$0.00	 Prior Installment Filings must be Completed First	
7	7/1/2021	7/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
8	8/1/2021	8/31/2021	\$0.00	 Prior Installment Filings must be Completed First	

Select **File Now** and you will be directed to the Admissions Tax filing page to begin your monthly return.

Below is the page that you will enter the information necessary to file the installment selected. **THE FILING AND PAYMENT ARE DUE BY THE 20th OF EACH MONTH.**

Admissions Tax Installment 2 - 2/1/2021 - 2/28/2021

Please pay extra attention to the installment you are submitting.

Account # 996022
Account Name PLACE TO EAT LLC
Mailing Address 1000 26TH ST E
NORFOLK VA 23504-1802

License # 932574
License Name: PLACE TO EAT LLC
Location: 1000 26TH ST E NORFOLK 23504 1802 VA US

Admissions Tax Filing

Filing Date
09/23/2021 ✓

Total Gross Receipts
\$ 0
Numeric characters only. Decimal point required.

Places of amusement or entertainment that charge a fee for entrance must collect a 10% admission tax. ENTER the total gross receipts for the preceding month.

I certify that the information on this Monthly declaration is true and correct. Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 : * X Must check this box or the submit filing button at the bottom of the screen will not be active

Phone Number of Submitter : * X

Email of Submitter : * X

Confirm Email : * X

Comment:

You must complete each section marked with a red X. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

● ROOM TAX

Monthly Fiduciary Taxes							
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932564	BNB	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Lodging Room Tax	 Filing Required	

From the Billable Items page select View/File next to the Lodging Room Tax description.

Lodging Room Tax					
Account # 996017 Account Name BNB Mailing Address E MAIN ST NORFOLK VA 23510-1601			License # 932564 License Name AIRBNB Location E MAIN ST NORFOLK 23510 1601 VA US		
Filter by Tax Year 2021			Filter by Filing Status All		
Installment	Taxed From	Taxed To	Taxable Value	Status	
1	1/1/2021	1/31/2021	\$100.00	 Filed with Balance Due	 
2	2/1/2021	2/28/2021	\$10.00	 Filed with Balance Due	 
3	3/1/2021	3/31/2021	\$1,000.00	 Filed with Balance Due	 
4	4/1/2021	4/30/2021	\$0.00	 Unfiled and Can Be Filed	
5	5/1/2021	5/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
6	6/1/2021	6/30/2021	\$0.00	 Prior Installment Filings must be Completed First	
7	7/1/2021	7/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
8	8/1/2021	8/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
Logout			Return to Account List		Return To Billable Items

Select **File Now** and you will be directed to the Room Tax filing page to begin your monthly return.

Below is the page that you will enter the information necessary to file the installment selected. **THE FILING AND PAYMENT ARE DUE BY THE 20th of EACH MONTH.**

Lodging Room Tax Installment 4 - 4/1/2021 - 4/30/2021

Please pay extra attention to the installment you are submitting.

Account # 996017	Account Name BNB	Location: E MAIN ST NORFOLK VA 23510-1601
Account Name BNB	License # 932564	Location: E MAIN ST NORFOLK 23510 1601 VA US
Mailing Address		

Lodging Room Tax Filing

Filing Date 09/27/2021 ✓

Total Rooms Let 0 *

Numeric characters only. Decimal point required.

Each filing page shows a description of the tax and provides some guidance on what to enter.

Every hotel, inn, tourist home or house, motel, rooming house, or other lodging place within the city offering lodging for compensation, to any transient (90 consecutive days or less) must collect a \$3.00 per night per room tax. Homestay and Vacation rental must collect a \$3 per night tax. ENTER only the total number of rooms or nights in the Rooms Let Box.

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

Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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: *

Comment:

Submit Filing

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

You must complete each section marked with a red X. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

- **TRANSIENT OCCUPANCY TAX**

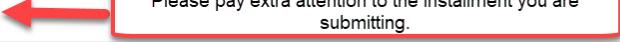
Monthly Fiduciary Taxes							
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932557	KATHY'S CRIBS	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Lodging Room Tax	X Filing Required	 View / File
932557	KATHY'S CRIBS	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Transient Occupancy	X Filing Required	 View / File

From the Billable Items page select View/File next to the Transient Occupancy description.

Transient Occupancy					
Account # 996014		License # 932557			
Account Name KATHY'S CRIBS		License Name KATHY'S CRIBS			
Mailing Address	E MAIN ST	Location	E MAIN ST NORFOLK 23510 1601 VA US		
NORFOLK VA 23510-1601					
		Filter by Tax Year	Filter by Filing Status		
		2021	All		
Installment	Taxed From	Taxed To	Taxable Value	Status	
1	1/1/2021	1/31/2021	\$1,000.00	 Filed with Balance Due	 View Filing  Pay Bill
2	2/1/2021	2/28/2021	\$100.00	 Filed with Balance Due	 View Filing  Pay Bill
3	3/1/2021	3/31/2021	\$0.00	 Filed and Paid	 View Filing
4	4/1/2021	4/30/2021	\$100.00	 Filed with Balance Due	 View Filing  Pay Bill
5	5/1/2021	5/31/2021	\$1,000.00	 Filed with Balance Due	 View Filing  Pay Bill
6	6/1/2021	6/30/2021	\$100.00	 Filed with Balance Due	 View Filing  Pay Bill
7	7/1/2021	7/31/2021	\$5,000.00	 Filed with Balance Due	 View Filing  Pay Bill
8	8/1/2021	8/31/2021	\$0.00	 Unfiled and Can Be Filed	 File Now
9	9/1/2021	9/30/2021	\$0.00	 Prior Installment Filings must be Completed First	
10	10/1/2021	10/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
11	11/1/2021	11/30/2021	\$0.00	 Prior Installment Filings must be Completed First	
12	12/1/2021	12/31/2021	\$0.00	 Prior Installment Filings must be Completed First	
Logout		Return to Account List		Return To Billable Items	

Select **File Now** and you will be directed to the Transient Occupancy Tax filing page to begin your monthly return.

Below is the page that you will enter the information necessary to file the installment selected. **THE FILING AND PAYMENT ARE DUE BY THE 20th OF EACH MONTH.**

Transient Occupancy **Installment 8 - 8/1/2021 - 8/31/2021** 

Please pay extra attention to the installment you are submitting.

Account # 996014	License #: 932557
Account Name KATHY'S CRIBS	License Name: KATHY'S CRIBS
Mailing Address E MAIN ST	Location: E MAIN ST NORFOLK 23510 1601 VA US
NORFOLK VA 23510-1601	

Transient Occupancy Filing

Filing Date
10/05/2021 

Total Gross Receipts
\$  0 
Numeric characters only. Decimal point required.

Each filing page shows a description of the tax and provides some guidance on what to enter.

Every hotel, inn, tourist home or house, motel, rooming house, or other lodging place within the city offering lodging for compensation, to any transient (90 consecutive days or less) must collect an 9% lodging/transient occupancy tax. ENTER the total gross receipts for the preceding month.

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

Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 :** 

Comment:
Comment

Submit Filing

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

You must complete each section marked with a red **X**. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

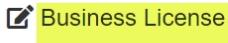
- **BUSINESS LICENSE**

Business License										
License Number	License Name	Class Code	Class Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
932573	TEST LLC	236220-01	Contractor, Misc	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Business License	✗ Filing Required		

*PLEASE NOTE- one business account may need to file for multiple business licenses. See the image below.

Business License										
License Number	License Name	Class Code	Class Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
932575	TESTING COMPANY	423830-00	Wholesale, Industrial Machine Equipment	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Business License	✗ Filing Required		
932569	TESTING COMPANY	238910-01	Contractor, Demolition	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Business License	✓ Completed		
932568	TESTING COMPANY	541380-00	Testing Laboratories	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Business License	✓ Completed		

From the Billable Items page select View/File next to the Business License description.



Account #	996021	License #	932573
Account Name	TEST INC	License Name	TEST LLC
Mailing Address	E MAIN ST NORFOLK VA 23510-1601	Location	E MAIN ST NORFOLK 23510 1601 VA US
		Classification	Contractor, Misc

Filter by Tax Year

Filter by Filing Status

Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2021	12/31/2021	\$0.00	 File Now

[Logout](#) [Return to Account List](#) [Return To Billable Items](#)

Select [File Now](#) and you will be directed to the Business License filing page to begin the process.

Below is the page that you will enter the information necessary to file for your Business License. **THE FILING AND PAYMENT ARE DUE BY MARCH 1 of EACH YEAR.**

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

Business License are renewed once a year

Account # 996021	License #: 932573
Account Name TEST INC	License Name: TEST LLC
Mailing Address E MAIN ST	Location: E MAIN ST NORFOLK 23510 1601 VA US
NORFOLK VA 23510-1601	Classification: Contractor, Misc

Business License Filing

Each filing page shows a description of the tax and provides some guidance on what to enter.

Filing Date 09/28/2021

Actual Gross Receipts **\$ 0 ***
Numeric characters only. Decimal point required.

A business license renewal is based upon total gross receipts from the prior year, to the extent the prior year consists of 12 months of operations. ENTER the total gross receipts for the prior year.

DOCUMENTATION IS REQUIRED FOR THIS FILING

Form 61-A and a Contractors License or Contractor Affidavit is required for this filing. If you are not submitting these at this time please check "No Documentation Uploaded" box and provide an explanation in the field below. You MUST select one of these options to complete your filing. If you would like to submit any supporting documentation, please use the 'Add a File' button below to attach the document(s) to this filing. You may also email the documents to corbt@Norfolk.gov

Scan/Load Documentation: No Documentation Uploaded

Choose File No file chosen **File Required - Please Attach File**

Contractor Form 61A * **File Required - Please Attach File**

Choose File No file chosen **File Required - Please Attach File**

Contractor License/Affidavit * **File Required - Please Attach File**

+ Add Another File

Some business types will be required to upload supporting documentation here.

I certify that the information on this 2021 declaration is true and correct. **Must check this box or the submit filing button at the bottom of the screen will not be active**

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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: **Name of Submitter: ***

Phone Number of Submitter: **Phone Number of Submitter: ***

Email of Submitter: **Email of Submitter: ***

Confirm Email: **Confirm Email: ***

Comment: **Comment**

Submit Filing

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

**Some business license accounts require the submission of additional documentation (like in the example above of a Contractor's License). If that is the case for your business the filing page will display what is required. When uploading documents NOT ALL FILE TYPES will be accepted. The preferred file types are excel(.xlsx) word(.docx) and PDF.*

If you wish to submit any other non-required supporting documentation (such as an appointment of a representative) you will also have an option to do so on the filing page by selecting the + Add Another File button.

You must complete each section marked with a red **X**. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields and uploaded all the required documents.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

Once your payment has been processed by the City Treasurer the Commissioner of the Revenue will mail you a copy of your license. * **Unless the City Treasurer withholds the license because of delinquent taxes or fees. If this happens the Treasurer's Office will notify you.**

- **TANGIBLE BUSINESS PROPERTY TAX**

Personal Property								
Item Description	Item Identifier	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
TEST LLC	MP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Machinery & Tools Property	✗ Filing Required		
TEST LLC	TP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Tangible Business Property	✗ Filing Required		

*PLEASE NOTE- a business account that has multiple business licenses may have to submit multiple tangible business property tax filings.

From the Billable Items page select View/File next to the Tangible Business Property description.

 **Tangible Business Property**

Account #	996021	License #	932573
Account Name	TEST INC	License Name	TEST LLC
Mailing Address	E MAIN ST NORFOLK VA 23510-1601	Location	E MAIN ST NORFOLK 23510 1601 VA US
Filter by Tax Year		Filter by Filing Status	
<input type="button" value="2021"/>		<input type="button" value="All"/>	
Installment	Taxed From	Taxed To	Taxable Value
1	1/1/2021	12/31/2021	\$0.00
<input type="button" value="Logout"/>		<input type="button" value="Return to Account List"/>	
		<input type="button" value="Return To Billable Items"/>	
		<input type="button" value="File Now"/>	

Select **File Now** and you will be directed to the Tangible Business Property filing page to begin the process.

Below is the page that you will enter the information necessary to file for your Tangible Business Property Tax. **THIS FILING IS DUE BY MARCH 1 of EACH YEAR. PAYMENT IS DUE JUNE 5TH.**

Tangible Business Property Installment 1 - 1/1/2021 - 12/31/2021 

Tangible Business Property filing is once a year

Account # 996019	License # 932575
Account Name TESTING COMPANY	License Name: TESTING COMPANY
Mailing Address E MAIN ST	Location: E MAIN ST NORFOLK 23510 1601 VA US
NORFOLK VA 23510-1601	

Tangible Business Property Filing

Each filing page shows a description of the tax and provides some guidance on what to enter.

Filing Date
09/28/2021 

Assessed Value
\$  0 
Numeric characters only. Decimal point required.

ENTER the original cost of all property located in Norfolk on January 1st. The assessment rate is 40% of the original cost. You must declare all property gifted, borrowed, donated, or made available for use in the business regardless of age or depreciation.

DOCUMENTATION IS REQUIRED FOR THIS FILING

A Detailed Asset List of all equipment is required for this filing, including a description of the asset, original cost, and year of purchase. The list must be provided annually with the filing, even if there were no changes from the prior year. If you are not submitting one of these at this time please check "No Documentation Uploaded" box and provide an explanation in the field below. You MUST select one of these options to complete your filing. If you would like to submit any supporting documentation, please use the 'Add a File' button below to attach the document(s) to this filing. You may also email the documents to corbt@Norfolk.gov

Scan/Load Documentation:  **Asset List ***  **No Documentation Uploaded** 

+ Add Another File 

ALL business types that have to file Tangible Business Property will be required to upload supporting documentation here.

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

Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 :** 

Comment:
Comment

Submit Filing

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

You must complete each section marked with a red **X**. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields and uploaded all the required documents.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

Please note the assessment rate for Tangible Business Property tax is 40%. FOR EXAMPLE-If you enter \$1,000.00 above your tax assessment will be \$400.00. The tax rate is \$4.33 per \$100. The minimum assessment will be \$250.

****All business accounts are required to submit additional documentation (asset list) when filing Tangible Business Property Tax. When uploading documents NOT ALL FILE TYPES will be accepted. The preferred file types are excel(.xlsx) word(.docx) and PDF. If that information is not submitted, you will be contacted by a Commissioner of the Revenue office representative.***

If you wish to submit any other non-required supporting documentation (such as an appointment of a representative) you will also have an option to do so on the filing page by selecting the + Add Another File button.

Tangible Business Property tax is due June 5th. The Commissioner's Office needs time to review the submitted documentation. **Unlike the other filing types the bill will not be payable immediately after you submit the filing.**

If you have not filed by March 1st, you may have received a statutory assessment. In order to get that assessment updated you will need to contact the Business department of the Commissioner of the Revenue's Office at 757-664-7886 or by email at corbt@norfolk.gov

- **MACHINERY & TOOLS TAX**

Personal Property								
Item Description	Item Identifier	Physical Location Address	Opened	Closed	Description	Action Required?	Actions	
TEST LLC	MP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Machinery & Tools Property	✗ Filing Required		
TEST LLC	TP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Tangible Business Property	✗ Filing Required		

From the Billable Items page select View/File next to the Machinery & Tools Property description.

 **Machinery & Tools Property**

Account #	996021	License #	932573
Account Name	TEST INC	License Name	TEST LLC
Mailing Address	E MAIN ST NORFOLK VA 23510-1601	Location	E MAIN ST NORFOLK 23510 1601 VA US
Filter by Tax Year		Filter by Filing Status	
<input type="button" value="2021"/>		<input type="button" value="All"/>	
Installment	Taxed From	Taxed To	Taxable Value
1	1/1/2021	12/31/2021	\$0.00
<input type="button" value="Logout"/>		<input type="button" value="Return to Account List"/>	
		<input type="button" value="Return To Billable Items"/>	
<input type="button" value="File Now"/>			

Select **File Now** and you will be directed to the Machinery and Tools Property filing page to begin the process.

Below is the page that you will enter the information necessary to file for your Machinery and Tools Property Tax. **THIS FILING IS DUE BY MARCH 1 of EACH YEAR. PAYMENT IS DUE JUNE 5TH.**

Machinery & Tools Property Installment 1 - 1/1/2021 - 12/31/2021

Machinery & Tools Property filing is once a year

Account # 996021
 Account Name TEST INC
 Mailing Address E MAIN ST NORFOLK VA 23510-1601

License #: 932573
 License Name: TEST LLC
 Location: E MAIN ST NORFOLK 23510 1601 VA US

Machinery & Tools Property Filing

Each filing page shows a description of the tax and provides some guidance on what to enter.

Filing Date 09/28/2021 ✓

Assessed Value \$ 0 *

Numeric characters only. Decimal point required.

ENTER the original cost of all property located in Norfolk on January 1st. The assessment rate is 40% of the original cost. You must declare all property gifted, borrowed, donated, or made available for use in the business regardless of age or depreciation.

DOCUMENTATION IS REQUIRED FOR THIS FILING

A Detailed Asset List of all equipment is required for this filing, including a description of the asset, original cost, and year of purchase. The list must be provided annually with the filing, even if there were no changes from the prior year. If you are not submitting one of these at this time please check "No Documentation Uploaded" box and provide an explanation in the field below. You MUST select one of these options to complete your filing. If you would like to submit any supporting documentation, please use the 'Add a File' button below to attach the document(s) to this filing. You may also email the documents to corbt@Norfolk.gov

Scan/Load Documentation: No Documentation Uploaded

Choose File No file chosen Asset List * File Required - Please Attach File

+ Add Another File

ALL business types that have to file Machinery & Tools Property will be required to upload supporting documentation here.

I certify that the information on this 2021 declaration is true and correct. Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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: *

Comment:

Submit Filing

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

You must complete each section marked with a red **X**. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields and uploaded all the required documents.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

Please note the assessment rate for Machinery & Tools Property tax is 40%. If you enter \$1,000.00 above your tax assessment will be \$400.00. The tax rate is \$4.25 per \$100.

****All business accounts are required to submit additional documentation (asset list) when filing Machinery & Tools Tax. When uploading documents NOT ALL FILE TYPES will be accepted. The preferred file types are excel(.xlsx) word(.docx) and PDF. If that information is not submitted, you will be contacted by a Commissioner of the Revenue office representative.***

If you wish to submit any other non-required supporting documentation (such as an appointment of a representative) you will also have an option to do so on the filing page by selecting the + Add Another File button.

Machinery and Tools tax is due June 5th. The Commissioner's Office needs time to review the submitted documentation. **Unlike the other filing types the bill will not be payable immediately after you submit the filing.**

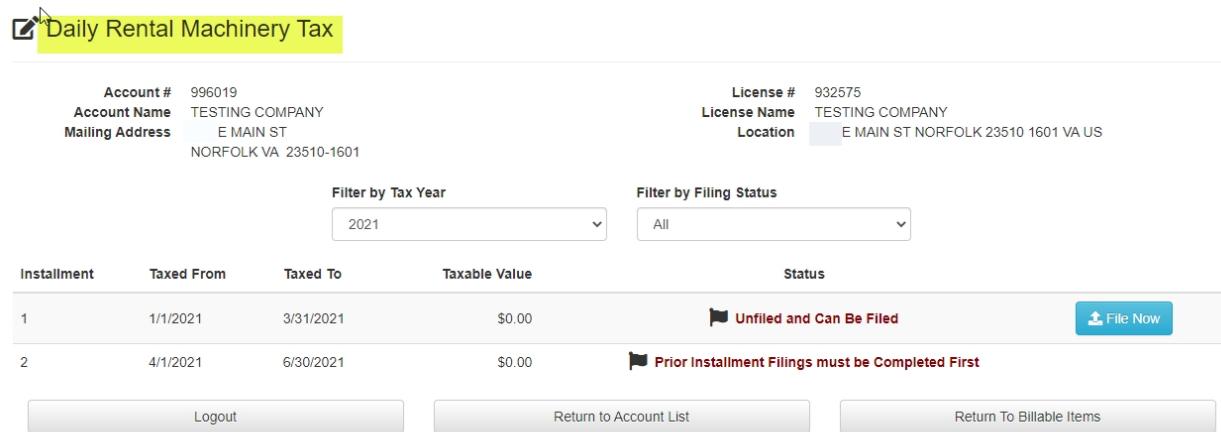
If you have not filed by March 1st, you may have received a statutory assessment. In order to get that assessment updated you will need to contact the Business department of the Commissioner of the Revenue's Office at 757-664-7886 or by email at corbt@norfolk.gov

QUARTERLY FIDUCIARY TAXES- these include Daily Rental Machinery Tax (heavy equipment rental) and Daily Rental Property Tax (tangible property regular equipment rental).

- **DAILY RENTAL MACHINERY TAX**

Quarterly Fiduciary Taxes							
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932575	TESTING COMPANY	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Daily Rental Machinery Tax	✗ Filing Required	 View / File
932575	TESTING COMPANY	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Daily Rental Property Tax	✗ Filing Required	 View / File

From the Billable Items page select View/File next to the Daily Rental Machinery Tax description.



Daily Rental Machinery Tax

Account # 996019
Account Name TESTING COMPANY
Mailing Address E MAIN ST NORFOLK VA 23510-1601

License # 932575
License Name TESTING COMPANY
Location E MAIN ST NORFOLK 23510 1601 VA US

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

Installment	Taxed From	Taxed To	Taxable Value	Status	Actions
1	1/1/2021	3/31/2021	\$0.00	 Unfiled and Can Be Filed	 File Now
2	4/1/2021	6/30/2021	\$0.00	 Prior Installment Filings must be Completed First	

Logout Return to Account List Return To Billable Items

Select **File Now** and you will be directed to the Daily Rental Machinery Tax filing page to begin the process.

Below is the page that you will enter the information necessary to file for your Daily Rental Machinery Tax. **THE FILING AND PAYMENT ARE DUE BY THE 20th IN JANUARY, APRIL, JULY, and OCTOBER.**

Daily Rental Machinery Tax Installment 1 - 1/1/2021 - 3/31/2021

Please pay extra attention to the installment you are submitting.

Account # 996019	License #: 932575
Account Name TESTING COMPANY	License Name: TESTING COMPANY
Mailing Address E MAIN ST	Location: E MAIN ST NORFOLK 23510 1601 VA US
NORFOLK VA 23510-1601	

Daily Rental Machinery Tax Filing

Each filing page shows a description of the tax and provides some guidance on what to enter.

Filing Date
09/28/2021

Total Gross Receipts
\$ 0 *
Numeric characters only. Decimal point required.

Businesses engaged primarily in the short-term rental of tangible personal property must collect and remit a 1.5% tax for daily rentals of heavy equipment. ENTER the gross receipts for the tax collected per quarter.

I certify that the information on this Quarterly declaration is true and correct. Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 : *

Comment:
 Comment

Submit Filing

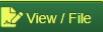
Logout Return to Account List Return To Billable Items Return To Installments

You must complete each section marked with a red X. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

- **DAILY RENTAL PROPERTY TAX**

Quarterly Fiduciary Taxes							
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
932575	TESTING COMPANY	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Daily Rental Machinery Tax	✗ Filing Required	 View / File
932575	TESTING COMPANY	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Daily Rental Property Tax	✗ Filing Required	 View / File

From the Billable Items page select View/File next to the Daily Rental Property Tax description.

 **Daily Rental Property Tax**

Account # 996019	License # 932575				
Account Name TESTING COMPANY	License Name TESTING COMPANY				
Mailing Address E MAIN ST	Location E MAIN ST NORFOLK 23510 1601 VA US				
NORFOLK VA 23510-1601					
<div style="display: flex; justify-content: space-between;"> Filter by Tax Year Filter by Filing Status </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="2021"/> </div> <div style="width: 45%;"> <input type="text" value="All"/> </div> </div>					
Installment	Taxed From	Taxed To	Taxable Value	Status	
1	1/1/2021	3/31/2021	\$0.00	 Unfiled and Can Be Filed	 File Now
2	4/1/2021	6/30/2021	\$0.00	 Prior Installment Filings must be Completed First	

[Logout](#)
[Return to Account List](#)
[Return To Billable Items](#)

Select **File Now** and you will be directed to the Daily Rental Property Tax filing page to begin the process.

Below is the page that you will enter the information necessary to file for your Daily Rental Property Tax.
THE FILING AND PAYMENT ARE DUE BY THE 20th IN JANUARY, APRIL, JULY, and OCTOBER.

Daily Rental Property Tax Installment 1 - 1/1/2021 - 3/31/2021

Please pay extra attention to the installment you are submitting.

Account # 996019
Account Name TESTING COMPANY
Mailing Address E MAIN ST NORFOLK VA 23510-1601

License #: 932575
License Name: TESTING COMPANY
Location: E MAIN ST NORFOLK 23510 1601 VA US

Daily Rental Property Tax Filing

Filing Date 09/28/2021 ✓

Total Gross Receipts \$ 0 *
Numeric characters only. Decimal point required.

Each filing page shows a description of the tax and provides some guidance on what to enter.

Businesses engaged primarily in the short-term rental of tangible personal property must collect and remit a 1% tax for daily rentals of regular equipment. ENTER the gross receipts for the tax collected per quarter.

I certify that the information on this Quarterly declaration is true and correct. Must check this box or the submit filing button at the bottom of the screen will not be active

Once the filing information has been submitted it cannot be changed online. To request changes contact the Commissioner of the Revenue business department at 757-664-7886 or corbt@norfolk.gov.

By typing my name in the box below, I willfully declare that the information provided is true, correct, and complete. I further declare that 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 : *

Comment:

Submit Filing

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

You must complete each section marked with a red X. Once complete the Submit Filing button will become active. Simply click Submit Filing.

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

You will receive a filing confirmation email (like the one shown on page 7) letting you know it has been submitted successfully.

PAYMENT

After you have entered all the required filing information you will be directed to the payment side of the portal which is shown below.

Owner Information		Bill Information		Payment Status		
TEST INC		Account Number	996021	Payment Status	 Unpaid	
		Bill Number	194883	Paid Date		
		Due Date	03/01/2021	Bill Amount	\$60.00	
		Bill Year	2021	Penalty	\$0.00	
		Installment	1	Interest	\$2.00	
		Invoice Type	Business License	Paid Amount	\$0.00	
Account Balance Info				Bill Balance Due	\$72.00	
Bills Due as of 10/26/2021		\$72.00		Total Due for All Bills	\$89.32	
Bills Due after 10/26/2021		\$17.32				
Total Due for All Bills 10/26/2021		\$89.32				
Total Paid for All Bills 10/26/2021		\$0.00				
Items						
Type	Description		Identifier		Owned From	Total Due
Business License	BL - Contractor, Misc		License + NAIC: 93257323622001		01/01/2021	\$62.00

Add To Cart **Pay Total Due for All Bills** **Search for Additional Records**

Select Add to Cart or Pay Total Due for All Bills.

To view other invoices that may be due, as well as previously paid invoices use the **Related Invoices** tab. This screen shows a complete view of all invoices (paid and unpaid) associated with the account. You can also put invoices in the cart from this tab using the Add Unpaid to Cart at the top right.

Unpaid Invoices											
Type		Description		Identifier		Owned From		Total Due		Actions	
											
Bills Due as of 10/26/2021		\$72.00	Total Due for All Bills 10/26/2021		\$89.32						
Bills Due after 10/26/2021		\$17.32	Total Paid for All Bills 10/26/2021		\$0.00						
Invoice	Tax Year	Inst	Invoice Type	Due Date	Paid Date	Status	Tax Due	Penalty	Interest	Amount Paid	Balance
194883	2021	1	Business License	03/01/2021		 Unpaid	\$60.00	\$0.00	\$2.00	\$0.00	\$72.00
835219	2021	1	Personal Property	11/25/2021		 Unpaid	\$17.32	\$0.00	\$0.00	\$0.00	\$17.32

* PLEASE NOTE when filing Tangible Business Property and Machinery & Tools tax after you click submit filing you will be returned to the billable items page for that tax type. Those types of bills will not be due immediately.

This screen appears after you add invoices to the cart

Name	Tax Year	Invoice Number	ArVKey	Amount	
TEST INC	2021	194883	10380430	\$72.00	<input type="button" value="x Remove"/>
TEST INC	2021	835219	10380431	\$17.32	<input type="button" value="x Remove"/>
		Total:		\$89.32	<input type="button" value="Empty Cart"/>
				<input type="button" value="Secure Checkout"/>	

Select Secure Checkout.

Complete the 5 steps necessary to finish the payment. Choose your method of payment and enter all the required information needed to complete the transaction in steps 2 and 3.

1. Choose Payment Method 2. Payment Info 3. Payer Info 4. Process Payment 5. Complete

Fee: \$2.25 Fee: \$2.25 Fee: \$2.25 Fee: \$2.25

Fee: \$2.25 Fee: \$2.25 Fee: \$1.50

Remember Me? [?](#)

Item	Amount
Website Payment	\$75.75
Item Number: 58298C	
Tax Year: 2019	
Invoice Number: 194882	
ArVKey: 10380428	
<hr/>	
Transaction Fee	\$0.00
Total	\$75.75

When you reach step 4 in the process you will be asked to process the payment.

1. Choose Payment Method 2. Payment Info 3. Payer Info 4. Process Payment 5. Complete

Notes
Please enter any notes or special instructions for this payment.
To communicate any urgent or time-sensitive information, please call our office.

Process this Payment?

Item	Amount
Website Payment	\$72.00
Item Number: 8377A1	
Tax Year: 2021	
Invoice Number: 194883	
ArVKey: 10380430	
Website Payment	\$17.32
Item Number: A44F25	
Tax Year: 2021	
Invoice Number: 835219	
ArVKey: 10380431	
<hr/>	
Transaction Fee	\$1.50
Total	\$90.82

You will receive a payment confirmation email. All payments are posted by the City Treasurer's office. For questions on any portal payment please contact the City Treasurer at 757-664-7800.