

Eservices Portal Quick Reference Guide.

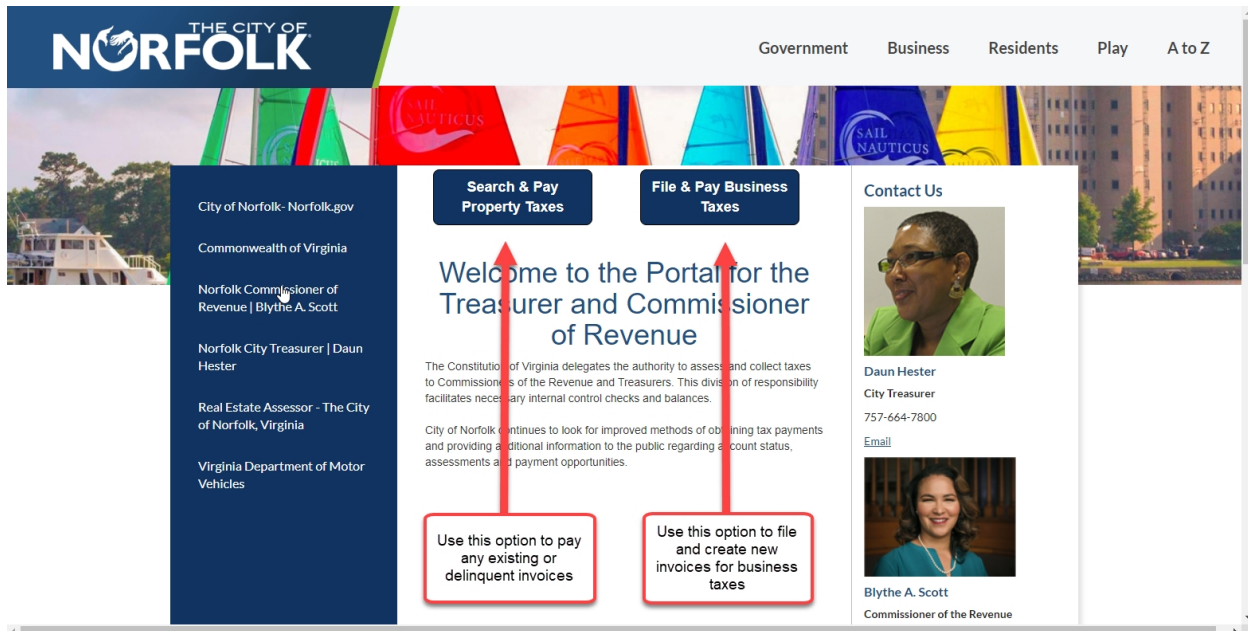
<https://eservices.norfolk.gov/#/>

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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

Account #

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.

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	<input type="button" value="View / File"/>

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

🖱️ **Account Information**

Account #
Account Name
Mailing Address

996022
PLACE TO EAT LLC
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

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	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

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	View / File

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	View / File

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.

Food and Beverage 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

2021

Filter by Filing Status

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	\$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	

Logout

Return to Account List

Return To Billable Items

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 NORFOLK VA 23504-1802	Location: 26TH ST E NORFOLK 23504 1802 VA US

Food and Beverage Tax Filing

Filing Date
09/20/2021 ✓

Total Gross Receipts
\$ *
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.

☒ 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 : <input type="text" value="Name of Submitter :"/> *	Phone Number of Submitter : <input type="text" value="Phone Number of Submitter :"/> *
Email of Submitter : <input type="text" value="Email of Submitter :"/> *	Confirm Email : <input type="text" value="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 below) letting you know it has been submitted successfully.


Filing Confirmation

 @norfolk.gov
To: 

[Reply](#) [Reply All](#) [Forward](#) [More](#)
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 login 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 corbt@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	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 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 Location  26TH ST E NORFOLK 23504 1802 VA US
NORFOLK VA 23504-1802

Filter by Tax Year: 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	

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

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

Admissions Tax Filing

Filing Date
09/23/2021 ✓

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

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

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.

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

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

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.

- **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	View / File

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	View Filing Pay Bill
2	2/1/2021	2/28/2021	\$10.00	Filed with Balance Due	View Filing Pay Bill
3	3/1/2021	3/31/2021	\$1,000.00	Filed with Balance Due	View Filing Pay Bill
4	4/1/2021	4/30/2021	\$0.00	Unfiled and Can Be Filed	File Now
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	License #: 932564
Account Name BNB	License Name: BNB
Mailing Address E MAIN ST NORFOLK VA 23510-1601	Location: E MAIN ST NORFOLK 23510 1601 VA US

Lodging Room Tax Filing

Filing Date
09/27/2021 ✓

Total Rooms Let
✗ *
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 ✗. 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	✗ Filing Required	View / File
932557	KATHY'S CRIBS	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Transient Occupancy	✗ Filing Required	View / File

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

Transient Occupancy

Account # 996014
Account Name KATHY'S CRIBS
Mailing Address E MAIN ST
 NORFOLK VA 23510-1601

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

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.

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

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

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.

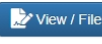
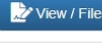

*If nothing happens when you click the Submit Filing button, please double check to make sure you have filled out all the required fields.

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


- 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	 View / File

*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	 View / File
932569	TESTING COMPANY	238910-01	Contractor, Demolition	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Business License	✓ Completed	 View / File
932568	TESTING COMPANY	541380-00	Testing Laboratories	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2020		Business License	✓ Completed	 View / File

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



 **Business License**

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
Classification Contractor, Misc

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  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
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
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

Contractor Form 61A *

File Required - Please Attach File

Choose File No file chosen

Contractor License/Affidavit *

File Required - Please Attach File

+ Add Another File

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

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 :

Name of Submitter :

Phone Number of Submitter :

Email of Submitter :

Confirm Email :

Email of Submitter :

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	View / File
TEST LLC	TP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Tangible Business Property	✗ Filing Required	View / File

*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
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

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 File Now

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

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
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

Tangible Business Property Filing

Filing Date

09/28/2021



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

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 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 :



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

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	View / File
TEST LLC	TP - TEST LLC	E MAIN ST NORFOLK 23510 1601 VA US	1/1/2021		Tangible Business Property	✗ Filing Required	View / File

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

Machinery & Tools Property

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

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 Filled File Now

Logout

Return to Account List

Return To Billable Items

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

Filing Date

09/28/2021



Assessed Value

\$



0



Numeric characters only. Decimal point required.

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

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 :



Name of Submitter :



Phone Number of Submitter :



Email of Submitter :

Confirm Email :



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 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	
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
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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

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 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 :
 Name of Submitter : *

Phone Number of Submitter :
 Phone Number of Submitter : *

Email of Submitter :
 Email of Submitter : *

Confirm Email :
 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.

- **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 NORFOLK VA 23510-1601	Location	E MAIN ST NORFOLK 23510 1601 VA US

Filter by Tax Year	Filter by Filing Status
2021	All

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 :
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

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.

[Overview & Pay](#)
[Related Invoices](#)
[View & Print Bill](#)
[Address Change](#)
[Other Changes](#)
[Questions](#)
[Back to Search](#)

Owner Information
TEST INC

Bill Information
Account Number 996021
Bill Number 194883
Due Date 03/01/2021
Bill Year 2021
Installment 1
Invoice Type Business License

Payment Status
Payment Status ✖ Unpaid
Paid Date
Bill Amount \$60.00
Penalty \$0.00
Interest \$2.00
Paid Amount \$0.00
Bill Balance Due \$72.00
Total Due for All Bills \$89.32

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

Account Balance Info
Bills Due as of 10/26/2021 \$72.00
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

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.

[Overview & Pay](#)
[Related Invoices](#)
[View & Print Bill](#)
[Address Change](#)
[Other Changes](#)
[Questions](#)
[Back to Search](#)

Bills Due as of 10/26/2021 \$72.00
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
Add Unpaid To Cart

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		View
835219	2021	1	Personal Property	11/25/2021		✖ Unpaid	\$17.32	\$0.00	\$0.00	\$0.00	\$17.32		View

* 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	✕ Remove
TEST INC	2021	835219	10380431	\$17.32	✕ Remove
Total:				\$89.32	Empty Cart

[Secure Checkout](#)
[✕ Close](#)


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: 58296C	
Tax Year: 2019	
Invoice Number: 194882	
ArVKey: 10380428	
Transaction Fee	\$0.00
Total	\$75.75

✕ Close

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?

✕ No
✓ Yes

Item	Amount
Website Payment	\$72.00
Item Number: 8377A1	
Tax Year: 2021	
Invoice Number: 194883	
ArVKey: 10380430	
Website Payment	\$17.32
Item Number: 4A4F25	
Tax Year: 2021	
Invoice Number: 835219	
ArVKey: 10380431	
Transaction Fee	\$1.50
Total	\$90.82

✕ Close

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.