BUSINESS LICENSE APPLICATION

Town of Keysville
P.O. Box 42
Keysville, VA 23947
434-736-9551

YEAR: 2026

License Fee is based on Gross Receipts/Sales from January 1, 2025 through December 31, 2025

Business Name:

Complete Mailing Address:

Complete Physical Address:

Phone: Email:

TYPE OF BUSINESS	GROSS RECEIPTS / SALES	RATE	TAX DUE:
Retail Merchant		$0.04 per $100 or $30 whichever is greater	
Wholesale Merchant		$0.02 per $100 or $30 whichever is greater	
Personal Service Repair Service		$0.04 per $100 or $30 whichever is greater	
Contractor		$0.04 per $100 or $30 whichever is greater	
Financial / Real Estate Professional Service		$0.04 per $100 or $30 whichever is greater	
Peddler		$50.00 per year	

Examples: Gross receipts $50,000 = 500 x $0.04 = $20.00 License due: $30.00
Divided by $100

Gross receipts $100,000 = 1,000 x $0.04= $40.00 License due: $40.00
Divided by $100

Please fill in the [Gross Sales/Receipts] block that applies to your business and return to:
Treasurer, Town of Keysville, P.O. Box 42, Keysville, VA 23947

ALL LICENSES ARE DUE AND PAYABLE BY March 1st OF EACH YEAR. ANY PERSON DOING BUSINESS WITHOUT HAVING PURCHASED SUCH LICENSE AFTER March 1st, 2026; SHALL PAY A PENALTY TO THE TOWN OF 10% OF THE LICENSE TAX OTHERWISE PRESCRIBED BEFORE SUCH LICENSE IS ISSUED.

OATH: I, the undersigned applicant does hereby swear (or affirm) that the foregoing figures and statements are true and correct to the best of my knowledge and belief. The Town is authorized to summon my records for investigation as to the accuracy of this report.

DATE:

APPLICANT:
(Signature)

A tax form showing proof of gross receipts/sales may be required.

Applicant Printed Signature: