



# Caroline County Commissioner of the Revenue

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## Caroline County - Vendor License Application

Owner's Name\*: \_\_\_\_\_  
Mailing Address\*: \_\_\_\_\_  
City/State/Zip\*: \_\_\_\_\_

**-Please complete all required fields (\*)**  
**-Vendor license applications and payments are due before event to avoid a late payment penalty.**  
**-If you are DISPLAY ONLY, no fees apply.**

A OWNER/BUSINESS INFORMATION			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other			
Business/Trade As Name*			Date Started
Physical Address*			
SSN*	Fed. ID #*	VA Sales Tax #	
Business Phone #*	Cell #*	Fax #	
Web Address		Event Title*	
Email		If you are <u>display only-NO retail sales</u> , please check box: <input type="checkbox"/>	
Business/Product Description*			
Alternate Contact Name*			Alt. Contact #*
<input type="checkbox"/> VA Bazaar <input type="checkbox"/> Meadow Event Park <input type="checkbox"/> State Fair <input type="checkbox"/> Caroline County Fair Grounds <input type="checkbox"/> Other: _____			
Number of Booths in Service	General Retail Sales? <input type="checkbox"/> YES <input type="checkbox"/> NO		Food or Beverage Sales? <input type="checkbox"/> YES <input type="checkbox"/> NO
File a VA consolidated tax report? <input type="checkbox"/> YES <input type="checkbox"/> NO		Exempt from Federal Taxes? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Exemption #			

**\*REPORTING OF VIRGINIA SALES TAX:** When reporting sales tax each month to the Department of Taxation, please use Caroline County's locality code **51033**. This information is used to allocate local sales revenue to Caroline County

B Gross Receipt and Payment Calculations	
1. Enter estimated yearly Gross Receipts for Caroline County only	\$ _____
2. Category name	Itinerant Merchant
3. Rate	.0015
4. Net Tax (if #1 is < or = \$20,000 enter \$30.00) or (if #1 is > \$20,000 enter #1 X #3)	\$ _____
5. Late Filing Penalty (10% of Net Tax or \$10, whichever is greater)	\$ _____
6. Total Payment (#4 + #5) <b>*Make checks payable to Treasurer, Caroline County</b>	\$ _____

**-Application and payment is due prior to event to avoid a Penalty**  
**-The \$30 minimum fee is non-refundable**  
**-If you are DISPLAY ONLY no fees apply**

**I hereby declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Account # \_\_\_\_\_

Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_