

Helpful Business Contacts:

Virginia Board of Contractors

804-367-8511

contractor@dpor.virginia.gov

www.dpor.virginia.gov/Boards/Contractors/

Virginia Employment Commission

866-832-2363

www.vec.virginia.gov

Internal Revenue Service

800-829-4933

www.irs.gov

Virginia Department of Taxation

804-367-8031

www.tax.virginia.gov

Virginia State Corporation Commission

1-804-371-9733

www.scc.virginia.gov

**Department of Professional &
Occupational Regulation (DPOR)**

804-367-8500

Hanover County, Virginia

Commissioner of the Revenue Office

Phone: 804-365-3377

Fax: 804-365-6111

E-mail: corbusiness@hanovercounty.gov

***“Hanover County
encourages positive growth
& excellent customer
service for all your business*”**



**T. Scott Harris
Commissioner of the Revenue**

Please visit our website

**<http://www.hanovercounty.gov>
or call 804-365-3377**

Commissioner of the Revenue
Post Office Box 129
7507 Library Drive
Chenault-Weems Building
Hanover Courthouse
Hanover, VA 23069



***“People, Tradition, & Spirit”*”**

**DOING
BUSINESS IN
HANOVER**



***T. Scott Harris
Commissioner of the Revenue
P.O. Box 129
Hanover, VA 23069***

Business Property Division

Telephone: 804-365-3377
Email: corbusiness@hanovercounty.gov



Doing Business in Hanover County, Virginia

Business Tangible Personal Property Tax



Hanover County levies a tax on all tangible personal property, owned by a business, or used or available for use in a trade or business in Hanover County as of January 1st of each year. The tax applies to , but is not limited to, all equipment that is used in the operation of the business such as; all office equipment, furniture, fixtures, operating equipment, computers, hand tools, power tools, machinery, non-licensed vehicles & trailers, all items fully depreciated for state or federal tax purposes, but still in use, all property given as a gift, and other such tangible property.

Registering Your Business

Every business located in the County is required to file a New Business Registration Form stating the date the business was established. If your business begins operation after the 1st of the year, you will report your Tangible Personal Property the following year, but you must complete & file a New Business Registration Form.

Corporations, Limited Partnerships & Limited Liability Companies

Must register with the State Corporation Commission as well as register and file Tangible Personal Property in Hanover County.

Other County Departments that Require Registration

You are required to register your Trade Name with the Clerk of the Circuit Court at 804-365-6151. Any business that is physically located in the Corporate Limits of the Town of Ashland is required to register with the Town as well as the County. You can reach Ashland's Finance Department at (804) 798-8650 or by email at finance@ashlandva.gov.

Businesses Required to Register with the Health Department

Hair Salons, Food Services, Health Care Services, Onsite Sewage & Water Services, Tattoo Parlors, Nail Salons, and Lodging are required to register with Hanover County's Health Department. The Health Department can be reached at (804) 365-4313.

Businesses Required to File

The Virginia Tax Code §58.1-3518 requires all business owners, including home-based businesses, to file a Business Tangible Personal Property Return and asset list each year on or before May 1st.

Filing Your Business Property

All Hanover County businesses must complete Business Return that includes a listing of all tangible personal property that is owned, borrowed, leased or in their possession as of January 1st of the current year. The list must include the original purchase price of the property. The taxable assessed value of your property is determined by applying a set depreciation percentage (based on the purchase year) of the **original capitalized cost of each item**. The return must be filed by May 1st of each year to avoid late filing penalties.

Machinery and Tools

All entities owning machinery and tools (**M&T**) used in manufacturing, processing, mining, radio or television broadcasting, water well drilling, dairy, dry cleaning, auto cleaning or laundry businesses located in Hanover County on January 1st must report such property on the Business Personal Property Form. For assistance determining if your equipment qualifies for M&T, please contact our office.

Merchants Capital

Businesses who have inventory of stock on hand for wholesale or retail sales as of January 1 of the tax year are required to report the value of their inventory on hand on or before May 1. For filing purposes, the reported value should be the same value as reported on the businesses' most recent U.S. Federal Income Tax Return.

Why Is My Business Not Issued a Business License?

As a business friendly county, Hanover County encourages positive growth by not assessing an additional Business, Professional & Occupation License (**BPOL**) Tax. (Exceptions to this policy are Contractors).

Contractors Are Required to File for a Business License

All Contractors working within Hanover must purchase a license when their annual gross receipts are above \$100,000.00. Hanover based Contractors must list and deduct gross receipts paid to other localities.

All Contractors doing business in Hanover are required to complete a Contractor's License Application.

All contractors must complete and submit a Contractor's Certificate of Insuring Liability for Workers' Compensation in Virginia form to the Commissioner of the Revenue before a business license will be issued. **Contractors License renewals are due in Hanover on March 1st of every year.**

Virginia Contractors

All Contractors are to register with the State Board for Contractors, located at 3600 West Broad Street, Richmond, VA. Contractors must provide the State Board registration number on their business license applications.

Transient Occupancy Tax

Applies to room or space rental at hotels, motels, bed and breakfast facilities, trailer parks and campgrounds for periods of 30 consecutive days or less. This tax is due the 20th of every month. The tax rate is 8% of the charge for the room or space only.

Assistance with Business Filings

The Business Division of the Commissioner of the Revenue's office provides excellent customer service to assist you with any of your business needs and preparation of Business Personal Property forms. You can download all our forms at <http://www.hanovercounty.gov/>. All current tax rates and more detailed information can be found on our website. You can reach our office at (804) 365-3377 or by email at corbusiness@hanovercounty.gov

File On Line!

You can now file your Business Property Returns and Contractor's License form from the comfort of your home or business using our online portal:

<https://taxes.hanovercounty.gov/>

To receive email notifications and electronic forms, please email us at commissioner@hanovercounty.gov and request to join our email list.