

Business License Annual Filings

York County Business License and the Tax Return of Business Tangible Personal Property forms are mailed to business owners during the first week in January annually. The due date for filing these forms and paying the Business License Tax is March 1st annually.

It is recommended that you use our online services to file your forms and pay for your Business License.

To file your Business License visit www.yorkcounty.gov/475/forms, select Business Tax Services and accept the terms. Next, enter the first 4 letters in your business name or if a sole proprietor, enter the first 4 letters of your last name and your business license account number. Once you complete your filing, the system will provide an option for payment. If the system does not direct you to the payment option, please visit www.yorkcounty.gov/288/Treasurer, select online services and then select Pay Business License Fees.

Please note, proof of gross receipts is required to be filed with the Commissioner of the Revenue office by the end of the calendar year.

You may file your Tax Return of Business Tangible Personal Property Form using our secure, online document portal. The portal can be found at www.yorkcounty.gov/upload. Simply complete, sign the form and include a list of all equipment owned and used by your business as of January 1st. You will be required to complete a cover sheet to accompany your uploaded the documents. Instructions, for using the portal, can be located on our website at www.yorkcounty.gov/475/forms.

Your forms and payment, made payable to “Treasurer, County of York”, may also be mailed to our office at: Commissioner of the Revenue, PO Box 189, Yorktown, VA 23690. Please note, to be considered timely filed, your envelope must be postmarked on or before March 1, 2023.

Some additional information to keep in mind:

It is highly recommended that you file early. Do not wait until to March 1st to file as you may encounter unforeseen issues, such as possible office closings and power outages as a result of inclement weather.

If you have closed or relocated your business, you must provide a written statement to our office regarding this information. It is requested that you provide this statement to the Commissioner of the Revenue office within 30 days of the closure or relocation of the business. A Notice of Business Update, Relocation or Closure form can be found on our website at www.yorkcounty.gov/475/forms. Complete, sign and submit the form using our secure online portal, by email at revofc@yorkcounty.gov or by mail.

If your business entity is a Partnership, Limited Liability Company or Corporation, your business entity must be in an active status with the Virginia State Corporation Commission. An inactive status will delay the issuance of your business license certificate. You may check the status of your business by visiting www.cis.scc.virginia.gov.

Building contractors are required to provide the following additional documents at the time of the Business License Filing:

- Workers Compensation Acknowledgment for the current year. File this form online by visiting www.workcomp.virginia.gov/vwc-forms, select Certificate of Workers' Compensation Insurance (Form 61A) online and submit the acknowledgement page to our office.
- State Contractor's license must be provided. This is required for businesses new to York County. If your business is an existing business, make sure your state contractor license has not expired, with the State of Virginia, prior to filing your business license.
- Sub-contractor list must be provided, listing the sub-contractors your business paid in the previous year. This is required for all Class A Contractors license. A filing form is mailed in January annually. You may submit the sub-list through the portal, by email or by mail with your Business License Renewal.

The Commissioner of the Revenue office is here to provide any assistance needed to complete your filing requirements. Our office is located at 120 Alexander Hamilton Blvd. and staff is available to assist you Monday – Friday, between the hours of 8:15am – 5:00pm. Wait times may increase between the hours of 12:00pm – 2:00pm. Please feel free to contact us at (757) 890-3383 or by email at revofc@yorkcounty.gov.