



ADMINISTRATIVE APPEAL LOCAL BUSINESS LICENSE TAXES

Laura M. Ecimovic
 COMMISSIONER OF REVENUE
 P.O. BOX 99
 NEW KENT, VIRGINIA 23124
 PHONE (804) 966 - 9610
 FAX (804) 966 - 5562

Pursuant to the code of Virginia § 58.1-3703.1 (A)(5) taxpayers are provided the option to file an administrative appeal for assessment resolutions within one year from the last day of the tax year for which assessment is made, or within one year from the date of the appealable event, whichever is later.

INSTRUCTIONS

- ✓ Applicant must complete this form in its entirety
- ✓ Attach additional paper if more space is needed
- ✓ Applicant must attach a copy of original assessment
- ✓ Attach a copy of any supporting documentation

Complete, sign, date and return application to:
 Laura M. Ecimovic
 Commissioner of Revenue
 BPOL Appeals
 PO Box 99
 New Kent, VA 23124

TAXPAYER INFORMATION

Taxpayer Name		Account/License #	
Address			
Phone		Email	
Type of Tax		Year of Tax	Tax Dispute \$

REASON FOR APPEAL

Description of Each Alleged Error

--

Grounds & Other Relevant Facts / Basis of Appeal

--

Remedy Sought

--

CERTIFICATION

I declare, under penalty of perjury, (1) that the foregoing information is complete, true, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign (attach authorization)

Signature	Print Name	Title	Date

OFFICE USE ONLY

RCVD BY		COMPLETE APP		SUSPENSION DATE	
DATE		RCPT LETTER DATE		RESUMPTION DATE	

--

FINAL DETERMINATION DATE