



# City of Richwood

6 White Avenue

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www.cityofrichwoodwv.com

## Municipal Business License Application

Robert C. Johnson  
Mayor

Ronnie G. Bragg  
Recorder

**IMPORTANT:** Since all municipal licenses expire on June 30 of each year, it is imperative that all questions on this form be answered in order to properly classify all of your business activities and determine the proper license fee. Failure to complete this application will result in its return to you and a possible penalty for late filing. All businesses are required to file and pay quarterly Business and Occupation Taxes (B&O Taxes). Failure to pay B&O Taxes will result in a penalty in addition to the amount of the tax. The penalty is five percent (5%) for the first month and one percent (1%) for each succeeding month of delinquency, not to exceed fifty percent (50%) of the B&O Tax due.

**NOTE:** If tobacco products or soft drinks are offered for sale or vending machines containing any of these items are located on the premises of your business then a General Store License is required.

Business Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

DBA: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

Contact Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of WV Incorporation: \_\_\_\_\_ Date Business Began in Richwood: \_\_\_\_\_

Does the Business own the property on which it is located? \_\_\_\_\_

If not, who is the owner? \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Contact Phone Number: \_\_\_\_\_

***"Gateway To The Monongahela"***