



MADISON COUNTY

OFFICE OF THE COMMISSIONER OF THE REVENUE

P.O. Box 56 ~ Madison, Virginia 22727

(540) 948-4421 ~ Fax: (540) 948-6732

www.madisonco.virginia.gov

BRIAN L. DANIEL
COMMISSIONER

THIS SPACE IS FOR OFFICE USE ONLY. DO NOT WRITE IN THIS SPACE.

DATE RECEIVED BY OFFICE: _____ **ACCOUNT:** _____

METHOD RECEIVED: E-MAIL MAIL COUNTER DROP-BOX FAX

BUSINESS REGISTRATION FORM

NAME OF BUSINESS:		FEIN OF BUSINESS:													
OWNER OF BUSINESS: LAST, FIRST MIDDLE		SSN OF OWNER: ONLY IF TAX ENTITY IS SOLE PROPRIETORSHIP													
BUSINESS PHYSICAL LOCATION: STREET, CITY, STATE, ZIPCODE															
BUSINESS MAILING ADDRESS: IF DIFFERENT FROM PHYSICAL LOCATION															
BUSINESS PHONE:	BUSINESS E-MAIL:	OWNER PHONE:	OWNER EMAIL:												
BUSINESS NATURE: I.E. RENTAL, LANDSCAPING, BOOKKEEPING		DATE BUSINESS ESTABLISHED IN MADISON: MONTH, DAY, & YEAR	STATE OF FORMATION:												
TAX ENTITY TYPE: <table border="0"><tr><td><input type="checkbox"/> SOLE PROPRIETORSHIP</td><td><input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP (LLP)</td><td><input type="checkbox"/> S-CORPORATION</td></tr><tr><td><input type="checkbox"/> PARTNERSHIP</td><td><input type="checkbox"/> LIMITED LIABILITY LIMITED</td><td><input type="checkbox"/> PERSONAL CORPORATION</td></tr><tr><td><input type="checkbox"/> LIMITED LIABILITY CORPORATION (LLC)</td><td><input type="checkbox"/> PARTNERSHIP</td><td><input type="checkbox"/> OTHER (SPECIFY IN BOX BELOW)</td></tr><tr><td></td><td><input type="checkbox"/> C-CORPORATION</td><td></td></tr></table>				<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP (LLP)	<input type="checkbox"/> S-CORPORATION	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LIMITED LIABILITY LIMITED	<input type="checkbox"/> PERSONAL CORPORATION	<input type="checkbox"/> LIMITED LIABILITY CORPORATION (LLC)	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> OTHER (SPECIFY IN BOX BELOW)		<input type="checkbox"/> C-CORPORATION	
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	<input type="checkbox"/> C-CORPORATION														
ANSWER THESE QUESTIONS ONLY IF TAX ENTITY IS NOT A SOLE PROPRIETORSHIP. I. DATE OF FORMATION: _____ II. LIST OR ATTACH A LIST OF OFFICERS. PLEASE INCLUDE CONTACT INFO FOR ALL OFFICERS AS APPLICABLE. a. _____ b. _____ c. _____			IF "OTHER" IS CHECKED, SPECIFY TAX ENTITY TYPE HERE:												
ANSWER YES OR NO TO THE FOLLOWING QUESTIONS.															
I. WILL THE BUSINESS BE USING ANY ASSETS? IF NO, PLEASE EXPLAIN IN THE COMMENTS BELOW HOW THE BUSINESS WILL BE OPERATED WITHOUT ASSETS (I.E.: PHONES, FURNITURE, ETC.)			YES												
II. WILL THE BUSINESS HAVE ANY INVENTORY? INVENTORY IS ANY ITEM(S) HELD FOR RESALE.			NO												
III. WILL THIS BE A HOME-BASED BUSINESS?															
IV. WILL YOU OR THE OWNER BE TAKING ANY DEDUCTIONS FOR THIS BUSINESS ON THE FEDERAL INCOME TAX RETURN?															
V. WILL THE BUSINESS BE SELLING PREPARED FOOD?															
VI. WILL THE BUSINESS BE OFFERING RENTAL GUEST ROOMS FOR CONTINUOUS OCCUPANCY FOR FEWER THAN THIRTY (30) DAYS? IF YES, ANSWER THE NEXT QUESTION.															
VII. WILL THE BUSINESS BE LISTED FOR BOOKING ON A PUBLIC PLATFORM, SUCH AS AIRBNB, VRBO, OR A BUSINESS WEBSITE? IF YES, LIST BELOW ALL PLATFORMS THE BUSINESS WILL BE USING.															
COMMENTS: if more space is needed, attach a separate document.															

DECLARATION: I, THE UNDERSIGNED, DECLARE THAT THE STATEMENTS AND FIGURES HEREIN GIVEN ARE TRUE, FULL, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. BY PROVIDING AN E-MAIL ADDRESS, I AGREE TO RECEIVE ELECTRONIC COMMUNICATIONS FROM MADISON COUNTY.

Signature

Date

Printed Name

Title

Please give the name, title, number, and e-mail of who our office should contact regarding this form.

Contact Name:

Title:

Phone:

E-Mail:



All businesses operating in Madison County are required to register with the Commissioner of the Revenue. Madison County does not require a business license to operate in the county.

To register a business with Madison County, complete this business registration form, sign, and submit any attachments to the Madison County Commissioner of the Revenue. There are currently no fees for registering a business with Madison County. This form may be submitted by mail, email, fax, or in-person. There is an after-hours secure drop box located outside the front door of our office building located at 410 N Main St, Madison, VA 22727. Please address the form with any attachments to the Commissioner of the Revenue. Office hours are Monday through Friday 8:30am – 4:30pm; closed on recognized state holidays. Office closures can be found online at www.madisonco.virginia.gov.

All businesses must complete the annual local Business Personal Property Return, known as form 762, on or before May 1st of each year. In accordance with Virginia State Code [§58.1-3518](#), it is the responsibility of every taxpayer who owns, leases, rents, or borrows tangible personal property, which is used or is available for use in a business, and which is located in Madison County as of January 1st of the year, to report such property on the Business Personal Property Return form 762. Such form shall be returned to the Commissioner's office on or before May 1st each year unless changed by local ordinance. Businesses are also not to be prorated by Virginia Code. If the start date of the business is after January 1st of the given year, the form 762 is not required until the following year.

All annual filing forms are available on the Madison County website at www.madisonco.virginia.gov. Businesses registered with the Commissioner of the Revenue's office will receive the annual form 762 via mail unless otherwise noted on their account. All forms must be completed and submitted to the Commissioner's office by the filing due date indicated on the forms. Forms may be submitted physically or electronically. Forms submitted past the annual due date may be charged a late filing fee. Late filing fees are not comparable to any late payment fees issued by the Treasurer's office. **Failure to receive or submit the form 762 does not relieve any penalties or fees to the taxpayer.**

If assistance is needed with this form or for any questions about business registrations or assessments, please call the Commissioner of the Revenue's office at (540) 948-4421 or email to businesspropertytax@madisonco.virginia.gov.

Frequently Asked Questions

Q: I own a home in Madison and want to rent it short-term (less than 30 days at a time). Do I need to register as a business?

A: All short-term rentals (homes and campsites) must register the short-term rental as a business with Madison County. Please visit, call, or email the Commissioner of the Revenue's office for help determining the need to register.

Q: My business initially registered with Madison County as a sole proprietorship, but the business is now an LLC. Should I update my business account?

A: If there are any changes to your business, such as entity tax type or address, please call, email, or visit the Commissioner of the Revenue's office for help updating your account.

Q: Does my hobby need to be registered as a business?

A: If your hobby is income-producing and continues every year, then the hobby needs to be registered as a business. Please visit, call, or email the Commissioner of the Revenue's office for help determining the need to register.

Q: When should a business register with Madison County?

A: Businesses must register with the Madison County Commissioner of the Revenue's office as soon as they establish within Madison County.

Q: My business moved to Madison from another county, where it is already registered. Does the business need to register in Madison?

A: All businesses located in Madison County must register with the Commissioner of the Revenue's office. Register the business with Madison County at the Commissioner of the Revenue's office and notify the other locality that the business has moved. **Per Virginia Code [§58.1-3515](#), business property cannot be prorated. Businesses will be taxable to the locality they were established in as of January 1st of the taxable year.

Q: How are businesses taxed in Madison County?

A: In accordance with State & Local Codes, Madison County requires businesses to annually report all business assets and inventory costs as of January 1st. This includes reporting items trashed, sold, or otherwise disposed of prior to January 1st. All taxable business items depreciate based on their original cost and date purchased until they reach minimum assessed value, which is currently \$100. Madison County businesses do not report gross sales. For more details, please visit, call, or email the Commissioner of the Revenue's office. Businesses report all assets on the local form 762, as mentioned above.

Q: When do businesses pay taxes?

A: Business personal property taxes are due annually to the Treasurer's Office on December 5th.

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