

## MEMORANDUM

TO: Contractor

FROM: Michael G. Stephens, Town Treasurer

DATE: January 15, 2018

### **SUBJECT: RENEWAL OF BUSINESS LICENSE FOR 2018**

Attached are an application for renewal of your 2018 Town of Wytheville Business license and a Certification form for the Commonwealth of Virginia. The State of Virginia Worker's Compensation Commission requires that the Certification form be completed before a license can be issued. **State law prohibits localities from issuing or renewing a business license unless the contractor has furnished his contractor license or certificate number or evidence of being exempt licensure as a contractor.** Therefore, the Town of Wytheville is requiring a copy of your current contractor license to be submitted with your renewal application. **Please complete the application, Certification Form and a copy of your current contractor license and return with the appropriate fee by March 1, 2018.** A penalty of 10% or \$10.00, whichever is greater, will be assessed on March 2, 2018 and interest will start accruing on March 16, 2018. If you are no longer in business in the Town of Wytheville, kindly send our office a letter informing us that you will not be renewing, so we can remove your name from our Business License list. If you have any questions, feel free to contact me.