



Henrico County, Virginia

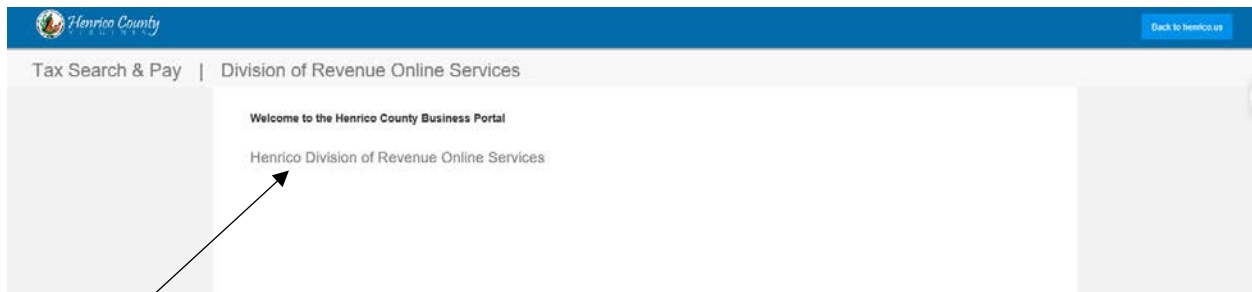
Business License / Business Bill Printing Instructions

Henrico County now offers an online portal that allows businesses to file and pay certain business taxes. Currently, filing and payment through the portal are available for businesses that have active records in the Henrico system. For new businesses, or businesses with inactive accounts, please contact the Business Section at (804) 501-4310 for assistance.

The following instructions highlight the basic printing process for business tax bills and business licenses. Business Section staff are available to assist Monday-Friday from 8:00 am – 4:30 pm at (804) 501-4310.

1. The first screen displays the taxpayer's Welcome to the Business Portal and provides one option:

[Henrico Division of Revenue Online Services](#)



Click this link to continue.

2. The next page will be a legal disclaimer outlining the County's and the taxpayer's responsibilities. It also gives notice that certain accounts require special information such as estimates and prior year adjustments.

Legal Disclaimer

To access this site, please acknowledge the following statement:
While using this site, you are responsible for the protection of your own computer against "spyware" programs which could compromise information entered on your own computer and subsequently sent over the internet. "Spyware" programs may be unknowingly downloaded on your computer when visiting other sites on the internet, but not from the Henrico County website.
The Henrico County Revenue Division office makes every effort to ensure the most current and accurate business tax information possible. No warranties, expressed or implied, are provided for the data herein, for its use, or its interpretation. Neither Henrico County nor the Revenue Division office assumes any liability associated with the use or misuse of this data.
The Revenue Division office offers convenient and secure online tax filing options for business tax. Businesses registered online may not be reflected in other online services for up to 2 business days.
Henrico County assumes no responsibility for incorrect information entered by taxpayers. Taxpayers are responsible for ensuring that tax declarations are filed in sufficient time to meet required deadlines. Taxpayers are responsible for printing and retaining the confirmation for any transaction. The time and date of transactions as indicated on the confirmation will be the effective date the declaration is filed. Failure of a taxpayer to understand any information provided herein will not constitute grounds for waiver of any penalties or interest due to filing a declaration after the designated deadline.
Under § 58.1-11 of the Code of Virginia, any person who willfully submits a return which he does not believe to be true and correct shall be guilty of a Class 1 misdemeanor.
ATTENTION BUSINESS LICENSE FILERS: If you provided an estimated tax basis last year then you will also need to provide actual gross receipts (or gross purchases for wholesalers) for that tax period, in addition to filing for the current tax year. Estimates are required for certain tax classifications ("Foreign Contractor" and "Speculative Builder" and for recently opened (less than two full calendar years) license items. To determine if your tax basis was estimated, please review your business license renewal form. If "This Section Not Required" is printed in the lower third of the form, then your tax basis was not estimated, and you do not need to perform this step. Otherwise, you must complete the "Prior Year Adjustment Form" and upload it during the filing process. Please contact the Business Section at (804) 501-4310 for assistance.

You must click Accept to continue.

- 3. You will then be asked to login to the system by verifying your account. The verification requires three pieces of information:
 - a. Mailing Zip Code- This must be the mailing zip code currently associated with your Henrico Business License account.
 - b. Account number- This is the six-digit number located at the top right of your renewal form.
 - c. Federal ID or SSN- This is the tax number tied to your Henrico County Business Account. (There should be no spaces or dashes when entering.)

If you have any questions or need assistance determining your account number, please contact the Business Section at 804-501-4310.

Mailing Zip Code
 1

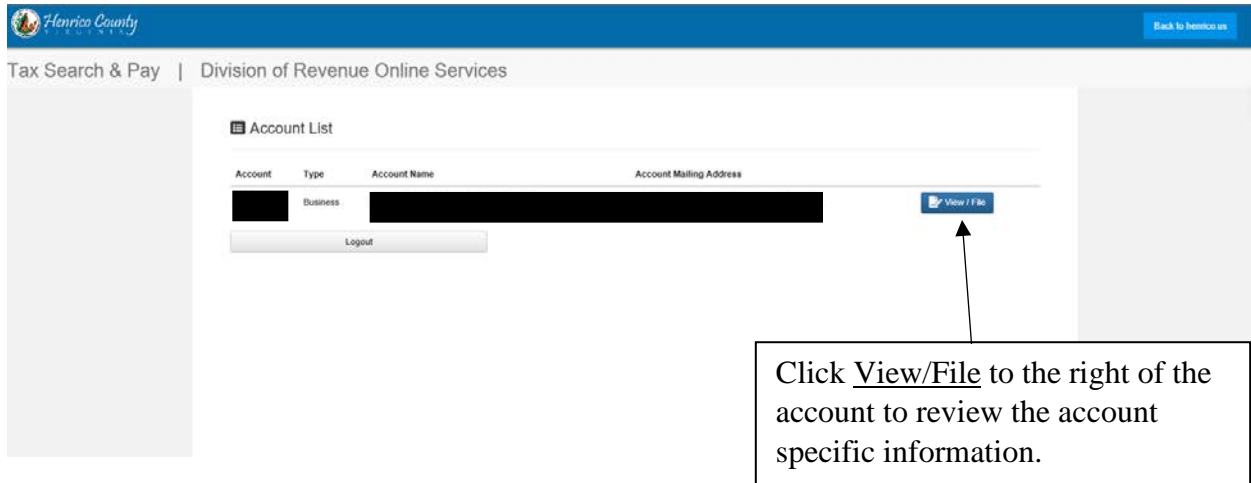
Account #
 2

Federal ID or SSN
 3

If you are experiencing trouble logging into your account or if you do not know your active account number(s), please contact the Business Section at (804) 501-4310.

After inputting click Login to continue.

4. The screen should now display a list of accounts associated with your information.



Account List

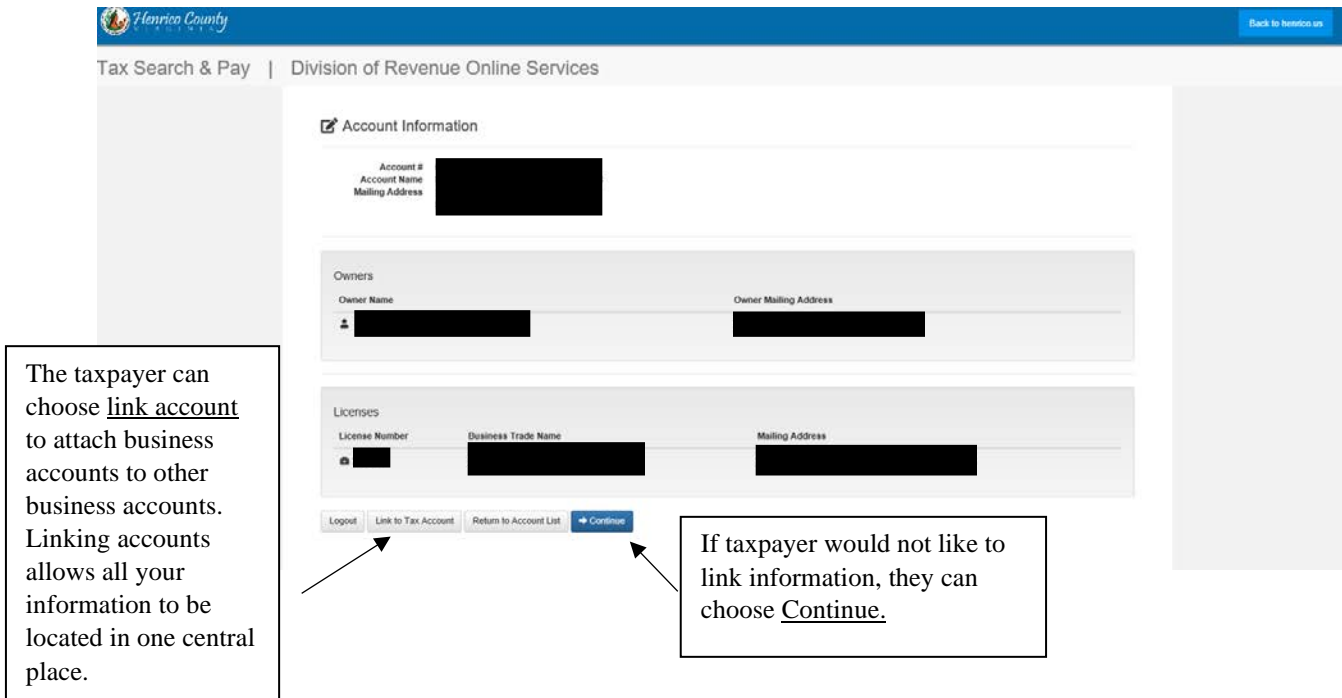
Account	Type	Account Name	Account Mailing Address
[REDACTED]	Business	[REDACTED]	[REDACTED]

Logout

View / File

Click View/File to the right of the account to review the account specific information.

5. On the account information screen, you will be able to view each type of account located under the “Account Owner”.



Account Information

Account # [REDACTED]
Account Name [REDACTED]
Mailing Address [REDACTED]

Owners

Owner Name	Owner Mailing Address
[REDACTED]	[REDACTED]

Licenses

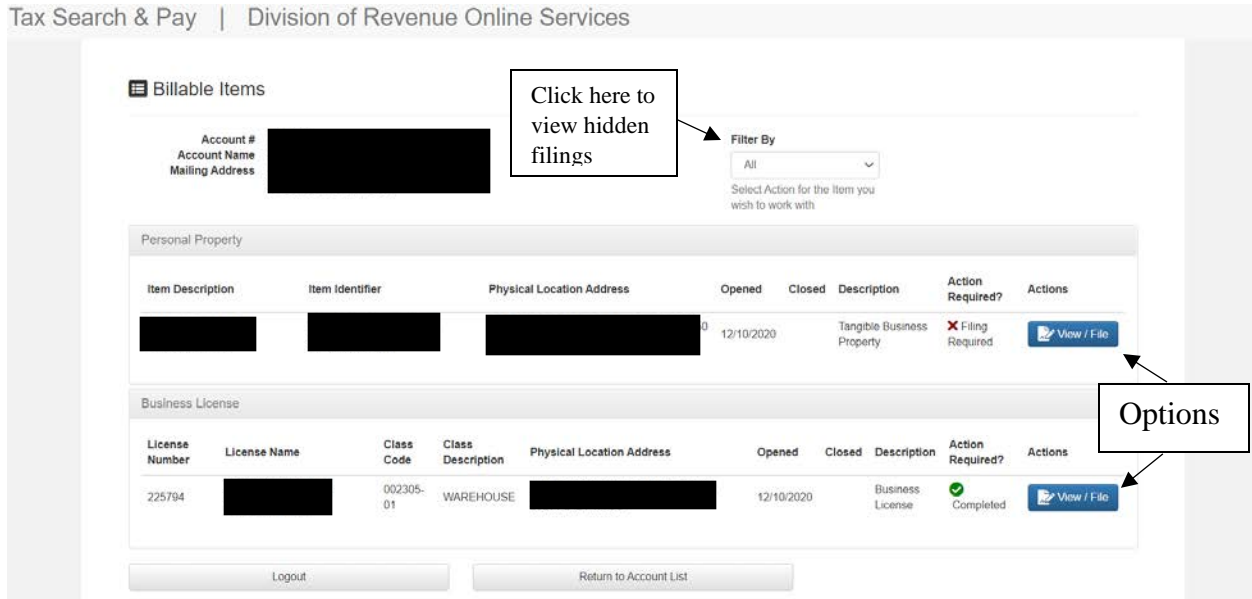
License Number	Business Trade Name	Mailing Address
[REDACTED]	[REDACTED]	[REDACTED]

Logout Link to Tax Account Return to Account List Continue

The taxpayer can choose link account to attach business accounts to other business accounts. Linking accounts allows all your information to be located in one central place.

If taxpayer would not like to link information, they can choose Continue.

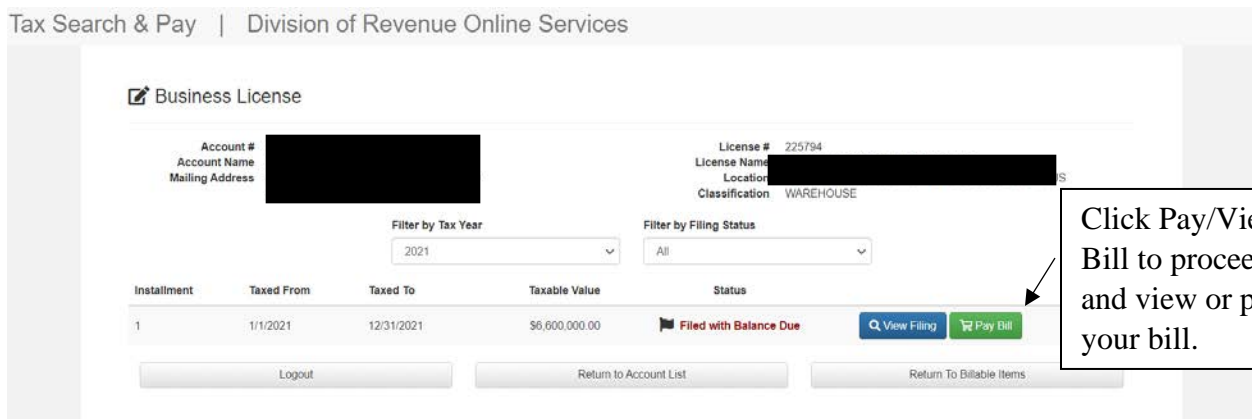
- The next screen is the Billable Items for the account. Here you will see taxable items such as:
 Business License
 Business Personal Property
 Monthly Fiduciary Taxes (Food & Beverage / Meals Tax)



To select the bills or licenses you would like to view or print click the blue square to the right of the item. The item must be filed to be able to view or print the bill for the current year.

*Note: If all items have been filed then the billable items list will be blank. In order to show what can be viewed and printed click “Filter By” and select “All”.

- The next screen will display the item and it’s current status.



Click pay or view bill to proceed to next screen.

8. The final screen is where payments are made, and it displays all of the payment and account information.

Tax Search & Pay | Division of Revenue Online Services

Overview & Pay | Related Invoices | **View & Print Bill** | Address Change | Other Changes | Back to Search

Click to view or print bill.

Owner Information

STRATAIR AVIATION
4510 OLD INTERSTATE
ANCHORAGE, AK

Account Balance Info

Bills Due as of 05/21/2021	\$15,089.60
Bills Due after 05/21/2021	\$1,036.78
Total Due for All Bills 05/21/2021	\$16,126.38

Items

Type	Description	Identifier	Owned From	Total Due
Business License	BL - WAREHOUSE	License + Class: 22579400230501	01/01/2021	\$15,089.60

Bill Information

Account Number	741576
Bill Number	359505
Due Date	05/01/2021
Bill Year	2021
Installment	1
Invoice Type	Business License

Payment Status

Payment Status	Unpaid
Paid Date	
Bill Amount	\$12,200.00
Penalty	\$1,342.00
Interest	\$327.60
Paid Amount	\$0.00
Bill Balance Due	\$15,089.60
Total Due for All Bills	\$16,126.38

[Add To Cart](#)

[Pay Total Due for All Bills](#)

[Search for Additional Records](#)

[Logout](#)

[Return To Billable Items](#)

Upon clicking “View & Print Bill” a printable copy of your current bill will be displayed to be printed. **If there is no bill owed and your account is paid in full, then this is a printable copy of your business license.**