

Business License in the Town of Leesburg

If you are officed or have a mailing address at the Mason Enterprise Center-Leesburg you will need to get a Leesburg Business License (even if you already have one somewhere else, including in Loudoun County) and pay BPOL (Business, Property, Occupancy License) tax. The first year is a flat fee. In subsequent years the tax is based on the percentage of your gross receipts that are generated through work conducted (revenue generated) in the Town of Leesburg.

If this is your only registered business location, then 100% of the receipts would be taxed in Leesburg. However, if you can **document** other locations where you conduct business (presumably generating revenue in those locations), then you the percentage receipts you pay tax on in Leesburg would be reduced. This could include a registered home office, where you might make phone calls, send emails, do website updates, etc. Or it could include another office location somewhere else. Again, this would need to be documented and submitted to the Town of Leesburg to justify the percentage of tax you would pay.

If gross receipts are less than \$50,000 the minimum tax is \$20. For example, the Professional Services category rate is .20% of gross receipts. In an example where a company generated \$100,000 in gross annual receipts doing business in the Town of Leesburg, the tax would be \$200 (.002 x \$100,000).

When you complete your application indicate that you are an MEC Member; this should “grandfather you in” under our already approved “zoning permit”

<https://www.leesburgva.gov/home/showdocument?id=26882> .

If you have any questions contact Hope Dennis with the Finance Department, (703) 771-2701, option 5, then option 4, or hdennis@leesburgva.gov and she can answer any specific questions.