



DEPARTMENT OF FINANCE  
 REVENUE DIVISION  
 TAX SERVICES & ENFORCEMENT  
 P.O. Box 178, Alexandria, Virginia 22313  
 alexandriava.gov/taxenforcement

Phone 703.746.3909

Fax 703.548.6065

**WARNING NOTICE**

OWNER'S NAME: \_\_\_\_\_  
 TRADE NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

- INFRACTION:** \_\_\_\_\_ **OPERATING WITHOUT A CITY BUSINESS LICENSE\***  
 (FILING AND PAYMENT DUE MARCH 1)  
 \_\_\_\_\_ **FAILURE TO REPORT TANGIBLE BUSINESS PERSONAL PROPERTY**  
 (TAX RETURN DUE MAY 1; PAYMENT DUE OCTOBER 5)  
 \_\_\_\_\_ **FAILURE TO PAY MEAL SALES TAX**  
 (FILING AND PAYMENT DUE BY LAST DAY OF THE MONTH)  
 \_\_\_\_\_ **FAILURE TO PAY TRANSIENT LODGING TAX**  
 (FILING AND PAYMENT DUE BY LAST DAY OF THE MONTH)

- Business License** Pursuant to Section 9-1-1 et. seq. of the Code of Alexandria, all businesses operating with Alexandria City limits are required to obtain a business license.
- Tangible Property** Pursuant to Section 3-2-221 et. seq. of the Code of Alexandria, all businesses having tangible personal property located within the City are subject to the levy of a tax on that business tangible personal property.
- Meal Sales Tax** Pursuant to Section 3-2-241 et. seq. of the Code of Alexandria, there is a tax levied upon each and every meal sold in the City in or from a restaurant. This tax is collected by the seller and remitted to the City.
- Transient Lodging** Pursuant to Section 3-2-141 et. seq. of the Code of Alexandria, there is a tax levied upon each and every transient for room rental. This tax is collected by the person providing lodging and remitted to the City.

Issuance of this Warning Notice requires that you respond to this Notice by appearing at the Tax Services & Enforcement office located in City Hall, 301 King Street, Room 1700, within **fifteen (15) days** of this notice. A package containing the forms and instructions needed to file for the relevant license(s) or tax(es) is attached. If you have any questions or concerns regarding this matter, contact Tax Services & Enforcement by e-mail at [taxenforcement@alexandriava.gov](mailto:taxenforcement@alexandriava.gov).

**Failure to respond to this Warning Notice without good cause or refusing to answer questions pertaining to your tax liability is a misdemeanor, and upon conviction, is punishable by a fine not to exceed \$500. Each day's refusal to furnish such information shall constitute a separate offense. (Code of Virginia §58.1-3111 and §18.2-11)**

\_\_\_\_\_  
 Supervisor, Tax Services & Enforcement

\*Type of Business license required is to be determined by the Business Tax Office.

F-FIN-0200 (11/09)

Issued by: _____	Packet received by: _____ (Please Print Name)
_____	_____
Date: _____	(Signature)
_____	_____
_____	Packet Left at Business Location
_____	Packet Recipient Refused to Sign

For further details, visit the "Field Visits" section of our web page at [alexandriava.gov/taxenforcement](http://alexandriava.gov/taxenforcement)