



**County of Albemarle**  
DEPARTMENT OF FINANCE AND BUDGET

**OFFICE OF REVENUE ADMINISTRATION  
ASSESSMENTS UNIT**

AlbemarleCountyFinance@albemarle.org  
tel: 434-296-5852  
fax: 434-243-7906

**MOTOR VEHICLE DEALER  
QUARTERLY BUSINESS LICENSE TAX REPORT**

**FILE ONLINE AT ALBEMARLECOUNTYTAXES.ORG/BUSINESS**

|                           |  |                      |  |
|---------------------------|--|----------------------|--|
| <b>BUSINESS NAME</b>      |  |                      |  |
| <b>TRADE NAME</b>         |  |                      |  |
| <b>MAILING ADDRESS</b>    |  |                      |  |
| <b>BUSINESS ADDRESS</b>   |  |                      |  |
| <b>AUTHORIZED CONTACT</b> |  |                      |  |
| <b>TELEPHONE NUMBER</b>   |  | <b>EMAIL</b>         |  |
| <b>ACCOUNT NUMBER</b>     |  | <b>QUARTER ENDED</b> |  |

|   |           |
|---|-----------|
| <b>1. GROSS VEHICLE SALES</b>   | <b>\$</b> |
| <b>2. TRADE-IN CREDIT</b>   | <b>\$</b> |
| <b>3. TAXABLE SALES (LINE 1 LESS LINE 2)</b>  | <b>\$</b> |
| <b>4. TAX ON LINE 3 (LINE 3 TIMES .0020)</b>  | <b>\$</b> |
| <b>5. TAX COLLECTED FROM CUSTOMERS</b>  | <b>\$</b> |
| <b>6. TAX DUE (GREATER OF LINE 4 OR LINE 5)</b>                                     | <b>\$</b> |
| <b>7. PENALTY</b> (10% Penalty of Line 6 will be imposed for late filing & payment) | <b>\$</b> |
| <b>8. INTEREST</b> (0.834% per month of Lines 6 & 7)                                | <b>\$</b> |
| <b>9. TOTAL DUE</b> (Add Lines 6, 7, & 8)   | <b>\$</b> |

Please make checks payable to: COUNTY OF ALBEMARLE

I declare this report has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

| SIGNATURE | TITLE | DATE |
|-----------|-------|------|
|           |       |      |

Motor vehicle dealers who separately state the amount of the license tax applicable to each sale of a motor vehicle and add such tax to the sale price of the motor vehicle shall report and remit payment of the tax to the Director of Finance ON OR BEFORE THE 20<sup>TH</sup> DAY OF THE MONTH FOLLOWING THE CLOSE OF EACH CALENDAR QUARTER. Albemarle County Code §8-400(B).

12/2022