



LEE COUNTY BUSINESS REGISTRATION FORM

Commissioner of the Revenue
PO Box 96
Jonesville, VA 24263
PHONE: (276) 346-7722, FAX: (276) 346-7717
EMAIL: cor@leecova.org

To register your business with Lee County, please complete and return this form to the Commissioner's Office. Voluntary Registration will help Lee County obtain Grants to Assist Local Businesses and Identify Workforce Training Needs to Support our Local Employers.

Business Start Date in Lee: _____

Business Name: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Phone Number of Business: (____) _____ Email: _____

Nature of Business: _____

Number of Full-Time Employees: _____ Number of Part-Time Employees: _____

Please Check One:

____ Sole Proprietor ____ Partnership ____ LLC ____ Incorporated ____ other (explain): _____

Federal Identification Number: _____

Social Security Number: _____

Contact Person(s) & Phone Number(s): _____

CONSENT TO RECEIVE AND RELEASE:

I, _____ (business owner) hereby authorize _____ as my agent/representative to receive and release confidential information related to my business account unless and until revoked in writing to the Commissioner of the Revenue.

I declare that the foregoing information is true, complete and correct to the best of my knowledge and belief.

Signature

Date

Helpful Websites:

- www.irs.gov
(Federal forms & SS-4 form to obtain Tax ID)
- www.tax.virginia.gov
- www.tax.virginia.gov/taxforms/Business/Registration/R-1.pdf
(Registration of business name, locations, and tax types)
- www.business.virginia.gov
- www.scc.virginia.gov
- www.leecova.org

Other County Department Contact Info:

Health Department (276) 346-2011
Location: Hill Street, Jonesville, VA 24263

Commissioner of the Revenue (276) 346-7722
Location: 33640 Main Street, Suite 107, Jonesville, VA
(located in the Courthouse in the town of Jonesville)

Planning & Zoning (276) 346-7715
Location: 33640 Main Street, Suite 206, Jonesville, VA
(located in the Courthouse in the town of Jonesville)

For Office Use Only:

Date Received: _____ Received By: _____
Existing Acct #: _____ New Acct #: _____
Effective Year: _____