



GOVERNMENT
OF THE
DISTRICT OF COLUMBIA
Vincent C. Gray, Mayor

Department of Consumer and Regulatory Affairs

Business Licensing Division
1100 4th Street S.W.
Washington DC 20024

Date Billed:
Category:
License #:
ABL #:
License Period:

BASIC BUSINESS LICENSE - RENEWAL BILL

Billing Name and Address:

Premise/Applicant's Name and Address:

Registered Agent's Name and Address:

NOTICE: Pay Online with Pin

at <https://cpms.dcrd.dc.gov/osr/>

Owner's Name
Corp. Name
Trade Name

CofO/HOP#:	SSL:	Zone:	Ward:	ANC:	
		UNITS:			

General Business - General Business Licenses

Bill Only

DCRA COPY

Bill Only

License Fee (Acc# 3235): \$200.00
RAO Fee (Acc# 3205): \$0.00
Application/Renewal Fee (Acc# 3235): \$70.00
Endorsement Fee (Acc# 3235): \$25.00
Late Fee (Acc# 3235): \$0.00
Penalty/Past Due (Acc# 3235): \$0.00
Enhanced Service Fee (Acc# 3235): \$29.50

License #:
Date Billed:
License Period:
Category:

PAY THIS AMOUNT ON/BEFORE: 9/30/2015

\$ 324.50

(Late Fee 250.00)PAY THIS AMOUNT ON: 10/1/2015

\$ 574.50

(Late Fee 500.00)PAY THIS AMOUNT ON: 10/31/201

\$ 824.50

Make Check Payable to "DC TREASURER". WRITE BUSINESS ID/BBL# ON CHECK - ALL FEES PAID ARE NON-REFUNDABLE

Bill Only

CUSTOMER COPY

Bill Only

License Fee (Acc# 3235): \$200.00
RAO Fee (Acc# 3205): \$0.00
Application/Renewal Fee (Acc# 3235): \$70.00
Endorsement Fee (Acc# 3235): \$25.00
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Bill Only

CASHIER COPY

Bill Only

License Fee (Acc# 3235): \$200.00
RAO Fee (Acc# 3205): \$0.00
Application/Renewal Fee (Acc# 3235): \$70.00
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Department of Consumer and Regulatory Affairs
Business and Professional License Administration

Basic Business License: Renewal Application Instructions

<u>Apartment</u>	<u>Auto Rental</u>	<u>Auto Wash</u>
<u>Bakery</u>	<u>Caterer</u>	<u>Charitable Solicitation/Exempt</u>
<u>Cigarette Retail</u>	<u>Cigarette Wholesale</u>	<u>Commission Merchant</u>
<u>Cooperative Association</u>	<u>Delicatessen</u>	<u>Employer Paid Personnel</u>
<u>Food Product</u>	<u>Food Vending Machine</u>	<u>General Business</u>
<u>Grocery Store</u>	<u>Ice Cream Manufacturing</u>	<u>Marine-Food Products/Retail</u>
<u>Marine-Food Products/Wholesale</u>	<u>Massage Establishment</u>	<u>One Family Rental</u>
<u>Patent Medicine</u>	<u>Pet Shop</u>	<u>Public School Cafeteria</u>
<u>Restaurant</u>	<u>Two Family Rental</u>	

Enclosed is your basic business license renewal bill. Kindly remit your bill, corrections and any updates including the requirements listed below with your renewal payment. It is imperative that you submit your documentation early to avoid any late penalties. **Your renewal application must be postmarked on or before _____** After this date, you will be required to pay a late fee of \$250 in addition to your license renewal fees. If your payment is submitted 31 days after the renewal deadline, you will be required to pay a late fee of \$500 in addition to your license renewal fees. You must adhere to all instructions to ensure accurate processing of your renewal application. Renew your license online (if applicable). Kindly refer to the area below your address on your renewal bill to obtain your PIN and proceed accordingly.

THE FOLLOWING ITEMS MUST BE REMITTED FOR PROCESSING:

1. The renewal bill with full payment; (if your billing address information has changed please make the necessary changes on the Renewal Instruction Attachment form). If you have changed your Entity's Name and/or business premise address, moved to another location inside the District of Columbia, you are required to file a new Basic Business License application.
2. Original Self-Certification Clean Hands Form (located on the back of these instructions) with your FEIN or Social Security number and original signature (no copies will be accepted).
3. Registered/Resident Agent Information (only if you do not have a District of Columbia business address or you are not a District resident).

You must provide the above information before a license will be issued. If you do not provide the necessary renewal information, your license will be delayed and you will be subject to late fees and penalties. Payment and accompanying documents may be returned in either the attached blue envelope or sent to **Wells Fargo Bank, Attn: DC Government Wholesale Lockbox #91360, 7175 Columbia Gateway Drive, Columbia, MD 21046.** You may submit in person at the DCRA Business License Center, open Monday - Friday, 8:30 a.m. to 4:30 p.m., and Thursday, 9:30 a.m. to 4:30 p.m., located at 1100 4th Street, S.W. Washington, DC 20024. **The last ticket for service is given at 4:00 pm.**

If you have any questions regarding your bill, please contact the Basic Business License Info Center at (202) 442-4400. Thank you for your assistance in providing us with the complete information to renew your license in a timely manner. **Please note that peak renewal period begins the 20th of each month until the expiration date of your license.** Licensees visiting the Business License Center for processing are reminded that there are considerable waiting periods during this time and may be subject to a late fee if payment is not remitted to Cashier's Office prior to 4:30 p.m.

Department of Consumer and Regulatory Affairs

Business License Division
1100 4th Street S.W.
Washington DC 20024

Date Issued:
Category:
License#:
License Period:

BASIC BUSINESS LICENSE

Billing Name and Address:

Premise/Application's Name and Address:

Registered Agent's Name and Address:

Owner's Name
Corp. Name
Trade Name

CofO/HOP#:	SSL:	Zone:	Ward:	ANC:	PERM NO.
		UNITS: 0			

Description Details -
General Business Licenses

General Business - General Business Licenses

-- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES --

Melinda Bolling

Director:
Melinda Bolling

*License Effective from the later of Issued or Start of License-Period Date