

# Report of Alleged Tax Evasion



**Robert S. Wertz, Jr.**  
**Commissioner of the Revenue**  
 County of Loudoun  
 Attn: Compliance Division  
 P.O. Box 8000  
 Leesburg, VA 20177-9804

Compliance Hotline (703) 777-0400  
 Compliance Fax (703) 777-0263  
[www.loudoun.gov/cor](http://www.loudoun.gov/cor)



If you have a concern regarding the tax status of a business within Loudoun County, you may use this form to report it. Please read the information on the back of this form before submitting a complaint. You may return this completed form to the mailing address or fax number above.

### SUBJECT OF COMPLAINT:

<b>Business Name or Individual Engaging in Business:</b>		<b>Business Phone:</b>		<b>Business Cell Phone:</b>	
<b>Business Address:</b>		<b>Town:</b>		<b>State:</b> VA	<b>Zip:</b>
<b>Business Website:</b>		<b>Business Email Address:</b>			
<b>Point of Contact for the Business:</b>		<b>Additional Contact Name(s):</b>			

### SUSPECTED UNTAXED BUSINESS ACTIVITY OR PROPERTY:

Please describe the nature of your suspicion. Be sure to include all of the relevant facts, including the occupation or activity, date and location where business activity or property was first observed, a description of potentially untaxed business property, as well as any additional information that you believe may prove helpful. *Attach additional sheets if necessary.*

### BUSINESS VEHICLE INFORMATION:

If the business has a vehicle, please provide as much of the following information as possible.

<b>Make:</b>	<b>Model:</b>	<b>Color:</b>	<b>License Plate #:</b>	<b>License State:</b>
<b>Distinguishing Characteristics (e.g., ladder racks, mobile food truck, taxicab, limousine, etc):</b>				
<b>Location of Business Vehicle:</b>		<b>Town:</b>	<b>State:</b>	<b>Zip:</b>

### COMPLAINANT CONTACT INFORMATION:

Please provide your contact information so that we may contact you to obtain additional information, if necessary.

<b>Name:</b>		<b>Phone:</b>	<b>Email Address:</b>	
<b>Address:</b>		<b>Town:</b>	<b>State:</b>	<b>Zip:</b>

### FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

<b>Complaint Received By:</b>	<b>Received Date:</b>	<b>Assigned To:</b>	<b>Assigned Date:</b>
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The Commissioner of the Revenue endeavors to serve citizens and the business community by administering tax programs in a manner that is efficient, fair, equitable and thorough, while protecting the confidential information entrusted to the office. Compliance Division staff reviews information from various sources to ensure that businesses are properly registered and paying the taxes they are obligated to pay. Citizens assist in this process by providing information concerning perceived local tax liability.

All business owners, including owners of home-based businesses, are required to register the business with the Commissioner's office within 30 days of commencing business operations in Loudoun County, and obtain a business license if necessary. Most all building trades contractors with projects in Loudoun County, outside the incorporated towns, are required to register with the Commissioner's office regardless of where the business may be physically located. Businesses physically based in another locality, but performing work in Loudoun, may or may not be subject to local license tax depending on the type, scope, and duration of the activity.

The local business license issued by the office is not regulatory in nature; rather it is the receipt for the payment of the Business Professional and Occupational License tax. The possession of a Loudoun County business license does not signify that the holder has any proficiency, performs satisfactory work, or that he/she has obtained all lawful regulatory approvals and or is in compliance with federal immigration laws or other legal requirements.

The Commissioner's office does not license businesses that are located within the incorporated limits of Hamilton, Hillsboro, Lovettsville, Leesburg, Middleburg, Purcellville and Round Hill. If you are concerned about the tax status of a business located in an incorporated town, you may wish to contact the respective town.

Hamilton

Phone: 540-338-2811

Website: [www.town.hamilton.va.us](http://www.town.hamilton.va.us)

Lovettsville

Phone: 540-822-5788

Website: [www.townoflovettsville.com](http://www.townoflovettsville.com)

Round Hill

Phone: 540-338-7878

Website: [www.roundhillva.org](http://www.roundhillva.org)

Hillsboro

Phone: 540-668-6131

Middleburg

Phone: 540-687-5152

Website: [www.middleburg.org](http://www.middleburg.org)

Leesburg

Phone: 703-777-2420

Website: [www.leesburgva.gov](http://www.leesburgva.gov)

Purcellville

Phone: 540-338-7421

Website: [www.purcellvilleva.com](http://www.purcellvilleva.com)

The County's Zoning Ordinance allows certain businesses and occupations to be conducted in a dwelling unit provided they comply with certain restrictions. If you would like to report an alleged zoning violation occurring outside the incorporated towns or have questions regarding the County's Zoning Ordinance, please visit the Department of Building and Development's website at [www.loudoun.gov/bd](http://www.loudoun.gov/bd) or contact the Zoning Administration Division at 703-777-0103. If you have a complaint about an overcrowding situation, please call the Overcrowding Hotline at 703-737-8190.