



**OFFICE OF THE COMMISSIONER OF THE REVENUE
CITY OF NEWPORT NEWS, VIRGINIA
ADMINISTRATIVE APPEALS PROCEDURES
CLASSIFICATION OF THE BUSINESS**

Pursuant to the Code of Virginia §58.1-3703.1(A) (5), taxpayers are provided with an option to, at any time, file an administrative appeal of the classification applicable to the taxpayer's business. To be entitled to this option, you must first submit your appeal, in good faith, as follows:

Submit to: The Honorable Tiffany M. Boyle,
Commissioner of the Revenue

By Mail to: 2400 Washington Avenue, Newport News, VA 23607

By Fax to: (757) 247-2628

Must be: In Writing

Signed (as specified below based on Business Type)

<u>Business Type</u>	<u>Signed by</u>
Corporation	An officer
Partnership	A partner
LLC	A member
Sole Proprietorship	The owner

Must clearly identify: Taxpayer (including account number and federal ID)
Tax Period (s) being disputed
Remedy Sought
Each Alleged Error in the Classification
Grounds and other relevant facts on which you base your position

(Rev 3/25/2019)