



City of Newport News
Commissioner of the Revenue
SUBCONTRACTOR REQUEST FORM

NEWPORT NEWS

ENTER YOUR BUSINESS INFORMATION:

BUSINESS LICENSE ACCOUNT _____

NAME _____

ADDRESS _____

As provided by the Code of the City of Newport News §23-22, the Office of the Commissioner of the Revenue requires a detailed listing of all subcontractors and persons issued Federal Form 1099, used by your company for jobs performed in our city during the previous calendar year. Complete the information requested below and return this form, as well as any necessary attachments, along with your Application for Business License renewal.

____ No, I did not subcontract work to others and did not issue any Federal Form 1099 for work done in Newport News in the previous calendar year. *If you have already indicated this on the center of the current tax year's Application for Business License, you will not be required to return this form.*

____ Yes, I did subcontract Newport News work to others and / or did issue the Federal Form 1099 to the following:

NAME _____

Trading as _____

Address _____

Telephone (_____) _____ Type of Contractor _____

Job Location(s) _____

Paid to the subcontractor in (Enter the last calendar year) Year: _____ Amount Paid:\$ _____

NAME _____

Trading as _____

Address _____

Telephone (_____) _____ Type of Contractor _____

Job Location _____

Paid to the subcontractor in (Enter the last calendar year) Year: _____ Amount Paid:\$ _____

NAME _____

Trading as _____

Address _____

Telephone (_____) _____ Type of Contractor _____

Job Location _____

Paid to the subcontractor in (Enter the last calendar year) Year: _____ Amount Paid:\$ _____

PLEASE MAKE ADDITIONAL COPIES AS NEEDED