



Darlene M. Rowsey
Commissioner of the Revenue

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Sub-Contractor Request Form

Name of Business	Account Number
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As provided by the Prince George County Code §10-4, 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 the County of Prince George during the previous calendar year. Complete the information requested below and return this form, along with any additional lists, 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 Prince George County or Fort Lee in the previous calendar year.

_____ **Yes**, I did subcontract **Prince George** or **Fort Lee** work to others and / or did issue the Federal Form 1099 to the following in the previous calendar year:
 (You may also submit this information to us in Excel at the email address listed above.)

List of Contractors

Name	Trading As
Address, City State Zip	
Federal ID # or Social Security #	
Phone #	Type of Contractor
Job Location(s)	
Amount Paid to the Contractor Year:	Amount Paid:

Name	Trading As
Address, City State Zip	
Federal ID # or Social Security #	
Phone #	Type of Contractor
Job Location(s)	
Amount Paid to the Contractor Year:	Amount Paid:

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Address, City State Zip	
Federal ID # or Social Security #	
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Amount Paid to the Contractor Year:	Amount Paid:

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Address, City State Zip	
Federal ID # or Social Security #	
Phone #	Type of Contractor
Job Location(s)	
Amount Paid to the Contractor Year:	Amount Paid:

PLEASE MAKE ADDITIONAL COPIES AS NEEDED.

Declaration: I declare that the statements and figures hereon are true, full, and correct to the best of my knowledge and belief.

Signature

Printed Name/Title

Date