



**BERKELEY SPRINGS
POLICE DEPARTMENT**

**271 WILKES STREET
BERKELEY SPRINGS, WV 25411
(304) 258-1198 FAX (304) 258-3932**

CHIEF TONY G. LINK

Dear Merchant,

Please find enclosed an application to renew your **Town of Bath Business License** for the fiscal year **2020/21**. Please review the application carefully. We understand due to COVID 19 and the shutdown that has taken place, this has put a hardship on you financially, so we have extended the due date for you license to be turned in, which will be addressed in this letter.

Please provide the West Virginia State Tax Department Business Registration Certificate account number (8-digit number) and the date of issue in the space provided on the application. A **Town Business License will NOT be issued without this information.**

Completed forms should be received at the **Town of Bath Police Department, 271 Wilkes Street, Berkeley Springs, WV 25411 by September 1, 2020**, and no later than **September 15, 2020**. Checks should be made payable to the **Town of Bath**, please place in the memo line for **Business License**. Please note, if you send in payment prior to **July 1** your payment will be held until then for our finance records. **IF you**

feel you are going to need more time or assistance with the payment, PLEASE contact me! We are here to help during this time!

If not appearing in person to apply, please send a self-addressed stamped envelope, and we will be happy to mail your license to you. If you choose not to have it mailed, the license will be held at the Police Department office for you to pick up, we will NOT be mailing them to you without a self-addressed envelope!

If you should have any questions, please feel free to contact me @ 304-258-1198/

bspdswope@gmail.com, Monday, through Friday, from 9:00 A.M. to 5:00 P.M.

Thank you,

A handwritten signature in black ink that reads "Danielle Swope". The signature is written in a cursive style with a large, sweeping initial "D".

Danielle Swope
BSPD Office Administrator