



# SPOTSYLVANIA COUNTY

## Meals Tax

### Monthly Remittance

**Commissioner of Revenue**  
 9104 Courthouse Rd  
 PO Box 175  
 Spotsylvania VA 22553-0175  
 Phone: (540) 507-7051  
 Fax: (540) 582-7190  
 email: [cor@spotsylvania.va.us](mailto:cor@spotsylvania.va.us)

<b>Account #</b> _____
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INSTRUCTIONS
<ul style="list-style-type: none"> <li>Enter account number above and complete Sections A, B &amp; C below.</li> <li>File on or before the 20<sup>th</sup> day of the month following the month being reported. <b>In person</b> – Deliver to our office by 4:30 on the 20<sup>th</sup> of each month. <b>By mail</b> - Postmark on or before the 20<sup>th</sup> of the month.</li> <li>Make check payable to <b>Treasurer, Spotsylvania County</b></li> <li>Mail to: <b>Attn: Meals Tax Division, Commissioner of Revenue, PO Box 175, Spotsylvania VA 22553-0175</b></li> </ul>

A. Owner & Business Information				
Owner's Name			Phone	
Mailing Address: Block / Street Name		City	State	Zip
Trade Name			Phone	
Physical Address: Block / Street Name (No PO Boxes)		City	State	Zip
Social Security #	Federal ID	Email Address		

B. Calculating Tax				
1.	Total Gross Receipts for the Month of		Year	\$
2.	Less Allowable Deductions (Attach List of Items) If Zero, enter "0."			\$ -
3.	Taxable Gross (Subtract Line 2 from Line 1)			\$
4.	Calculate Tax - 4% Tax of Gross from Line 3 (Multiply line 3 by 4%)			\$
5.	Less 3% Sellers Discount – <b>Only when paid on time</b> (Multiply line 4 by 3%)			\$ -
6.	Total Tax Less Sellers Discount ( Subtract Line 5 from Line 4)			\$
7.	Penalty/Interest Information (please remember that if penalty is applied the 3% discount is not applicable) Interest will accrue at a rate of 10% per year.	1 to 30 days late	Multiply Line 6 by 10%	\$
		31 to 60 days late	Multiply Line 6 by 20%	
		Over 60 days	Multiply Line 6 by 25%	
8.	Total Due (Tax plus Penalty if applicable) (Add Line 6 and Line 7)			\$

C. Declaration Of Seller	
I declare that the foregoing statement and figures are true, complete, and correct to best of my knowledge and belief.	
_____ <i>Signature of Owner or Agent</i>	_____ <i>Date</i>
_____ <i>Title</i>	_____ <i>Phone</i>