



**City of Alexandria, Virginia**  
DEPARTMENT OF FINANCE

**MONTHLY REPORT OF ADMISSION TAX**  
(City of Alexandria Code Section 3-2-382 through 3-2-394)

REPORTING PERIOD (Month/Year)	
<b>Tax payments and reports are due on or before the last day of the calender month following the month being reported.</b>	

Business/Organization Name: \_\_\_\_\_ Fed. ID: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Description of Business/Event: \_\_\_\_\_

<b>Number of Persons Admitted</b>	
<b>Amount of Admission Charges Collected</b>	\$
<b>Admission Tax Collected and Due to the City</b> (10 % of the Admission Charge collected up to a maximum of \$0.50 per person admitted)	\$
Penalty (10% of the tax due amount) Penalty to be added to the tax if the tax is not remitted to the City by the tax due date.	\$
Interest (10% per annum of the tax and penalty) Interest will accrue from the tax due date until paid in full.	\$
<b>Total Tax, Penalty and Interest Due</b>	\$

The undersigned applicant declares that the figures and information contained in this report are true, complete and correct to the best of his/her knowledge.

\_\_\_\_\_  
Officer/Signature

\_\_\_\_\_  
Date

**Make check payable to the "City of Alexandria," and return to:**

Department of Finance - Tax Audit, Research & Analysis Unit  
City of Alexandria - Miscellaneous Tax  
P.O. Box 34939  
Alexandria, VA 22334-0939  
Telephone: 703.746.3903 Fax: 703.548.6065