



# Meals Tax Return

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FY19 (July 1, 2018 – June 30, 2019)  
(City of Alexandria Code Section 3-2-241 through 3-2-252)

City of Alexandria, Finance Department, Revenue Administration Division  
P. O. Box 34842, Alexandria, VA 22334-0842  
Phone: 703.746.3903 [alexandriava.gov/BusinessTax](http://alexandriava.gov/BusinessTax)

Owner Name: _____	Account Number: _____
Trade Name: _____	Business Phone No _____
Mailing Address: _____	Email Address: _____
_____	Business Location: _____

## Reporting Period

\_\_\_\_\_  
(Month) (Year)

**Tax Payments and Returns are due on or before the last day of the calendar month following the month being reported**

1. Total Gross Receipts (All sales including non-taxable and/or tax exempt sales)	\$	****Required****
2. Non-Taxable Sales (T-shirts, souvenirs, etc.)	\$	****Required****
3. Tax Exempt Sales (i.e., meals and beverages paid directly by a government agency)	\$	****Required****
4. Total Taxable Sales (Line 1 minus Lines 2 and 3): <u>Please break down below</u>		
4(a) Meals and Beverage (excluding Alcoholic Beverages)	\$	****Required****
4(b) Alcoholic Beverages	\$	****Required****
5. Tax Rate		<u>5 %</u>
6. Tax Due (Line 4 x Line 5)	\$	_____
7. Penalty for Late Payment (10% of amount on Line 6 or \$10, whichever is greater)	\$	_____
8. Interest (Sum of amounts on Lines 6 and 7 x 0.000274 x number of days after the due date)	\$	_____
9. TOTAL TAX, PENALTY AND INTEREST DUE (Sum of Lines 6, 7, and 8)	\$	_____

Pursuant to VA Code § 58.1-3906 Any corporate, partnership or limited liability company officer who willfully fails to pay, collect, or truthfully account for and pay over any local admission, transient occupancy, food and beverage, or daily rental property tax administered by the commissioner of revenue or other authorized officer, or willfully attempts in any manner to evade or defeat any such tax or the payment thereof, shall, in addition to other penalties provided by law, be liable for a penalty of the amount of the tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.

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.

Preparer's Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Title/Position \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Make check payable to the "City of Alexandria." Please return this report with payment to:**

City of Alexandria, Finance Department, Revenue Administration Division  
P O Box 34842, Alexandria, VA 22334-0842  
Phone: 703.746.3903 Fax: 703.548.6065