



City of Alexandria, Virginia

DEPARTMENT OF FINANCE

REPORT FOR TAX ON MEALS AND BEVERAGES SOLD

(City of Alexandria Code Section 3-2-241 through 3-2-252)

REPORTING PERIOD: (Month/Year)	
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Owner Name _____ Federal I.D. Number _____
 Trade Name _____ Business License Number _____
 Business Location _____
 Phone Number _____ Email Address _____

1. Total Gross Receipts (All sales including non-taxable and/or tax exempt sales)	\$	_____
2. Non-Taxable Sales (T-shirts, souvenirs, etc.)	\$	_____
3. Tax Exempt Sales (i.e., meals and beverages paid directly by a government agency)	\$	_____
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)	\$	_____
4(b) Alcoholic Beverages	\$	_____
5. Tax Due (4% of Line 4)	\$	_____

Penalty for Late payment: If the report and payment of the tax are made after the last day of the calendar month following the month being reported, add penalty and interest as follows:

6. Penalty for Late Payment (10% of amount on Line 5 or \$10, whichever is greater)	\$	_____
7. Interest (Sum of amounts on Lines 5 and 6 x 0.000274 x number of days past due)	\$	_____
8. TOTAL TAX, PENALTY AND INTEREST DUE (Sum of Lines 5, 6, and 7)	\$	_____

I declare that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete report.

Preparer's Name & Title: _____ Signature _____

Phone Number: _____ Email Address: _____

Tax payment and reports are due on or before the last day of the calendar month following the month being reported. Make check payable to "City of Alexandria." Please return this report with payment to:

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