

FOOD AND BEVERAGE TAX REPORT
 CITY OF CHESAPEAKE, VIRGINIA
 Return to: Victoria Proffitt, Commissioner of the Revenue
 PO Box 15285, Chesapeake, VA 23328-5285
 (757) 382-6738 or (757) 382-6739

ACCOUNT # _____ MONTH: _____

- 1. RECEIPTS SUBJECT TO TAX _____
- 2. TAX: 6.0% OF LINE 1 _____
- 3. PENALTY _____
- 4. INTEREST _____
- 5. PRIOR BALANCE DUE _____
- 6. **TOTAL TAX DUE** _____

 CERTIFIED SIGNATURE DATE

Business Owner:
 Trade Name:
 Trade Address:
 City, ST Zip:

RETURN DUE AND PAYABLE ON OR BEFORE 20TH DAY OF REPORTING MONTH
MAKE CHECKS PAYABLE TO CITY OF CHESAPEAKE (YOUR CHECK IS YOUR RECEIPT)

(Complete and return upper portion with payment)

RETAIN THE LOWER PORTION OF THIS WORKSHEET FOR YOUR RECORDS

MONTH:

- 1 GROSS SALES RECEIPTS (TOTAL SALES FOR REPORTING MONTH) \$ _____
- 2 DEDUCT NON PREPARED FOOD SALES \$ _____
- 3 DEDUCT VIRGINIA STATE SALES TAX COLLECTED (6.0%) \$ _____
- 4 DEDUCT CITY FOOD & BEVERAGE TAX COLLECTED (6.0%) \$ _____
- 5 DEDUCT ANY EXEMPT SALES (CERTIFICATES ON FILE) \$ _____
- 6 **RECEIPTS SUBJECT TO CITY FOOD & BEVERAGE TAX** \$ _____
- 7 MULTIPLY LINE 6 BY .060 (6.0%) = Tax Amount Due \$ _____

REMIT THIS AMOUNT

DATE _____ CHECK NUMBER _____
 Make Checks Payable to **CITY OF CHESAPEAKE**

If remitting late payment after the 20th of the month deadline :

- 8 Multiply the tax amount due (line 7) by .05 (5%) = Penalty \$ _____
- 9 Add line 8 to line 7 and remit Total Payment \$ _____

If the upper portion of this form shows a prior balance due, add that amount to your check. If the prior balance due is a credit (-), deduct this amount from your check.

If you have any questions please contact:
 Commissioner of the Revenue Office
 PO Box 15285, Chesapeake, VA 23328-5285
 (757) 382-6738 or (757) 382-6739
 Fax: (757) 382-8822
 E-Mail: bustax@cityofchesapeake.net