



Samuel W Swanson, JR  
COMMISSIONER

# Pittsylvania County

OFFICE OF  
COMMISSIONER OF THE REVENUE



21 N. Main Street  
PO BOX 272  
CHATHAM, VIRGINIA 24531  
(434) 432-7946  
(434) 432-7957 Fax

## REGISTRATION FOR MEALS TAX

FEDERAL ID# OR SS# \_\_\_\_\_

TRADE NAME OF BUSINESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

LOCATION OF BUSINESS: \_\_\_\_\_

*STREET & NUMBER*

CLASS: \_\_\_\_\_

*RESTAURANT, CAFETERIA, DELICATESSEN, SNACK BAR, ETC*

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF OWNERSHIP: \_\_\_\_\_

*INDIVIDUAL-PARTNERSHIP-CORPORATION*

CORPORATION NAME OF OFFICIALS: \_\_\_\_\_

DATE STARTED AT THIS LOCATION: \_\_\_\_\_

NAME OF BUSINESS SUCCEEDING: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**PLEASE MAIL THIS FORM WITH YOUR FIRST MEALS TAX RETURN.**

Samuel W Swanson, JR: Commissioner of Revenue

Email Address: [Sam.Swanson@pittgov.org](mailto:Sam.Swanson@pittgov.org)

**PITTSYLVANIA COUNTY MEALS TAX RETURN**



PITTSYLVANIA COUNTY  
 SAMUEL W SWANSON, JR  
 COMMISSIONER OF REVENUE  
 PO BOX 272 CHATHAM, VIRGINIA 24531  
 MAKE CHECK PAYABLE TO: PITTSYLVANIA COUNTY TREASURER  
 Food and Beverage TAX Report – Month \_\_\_\_\_

This Return must be filed, AND payment received, ON or BEFORE the 20th day of the month following the calendar month for which Tax is due to avoid penalty and interest

Account \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

GROSS RECEIPTS	
TOTAL TAXABLE	
TAX RATE (4%)	
DISCOUNT (3%)	
PENALTY FOR LATE FILING (see schedule)	
TOTAL DUE	
TOTAL REMITTANCE	

I HEREBY CERTIFY THAT THE FIGURES SHOWN ON THIS FORM ARE CORRECT

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

-----  
 (detach above)

**CALCULATING MEALS TAX RETURN INSTRUCTIONS**

<b>GROSS RECEIPTS</b>	ENTER 100% OF SALES
<b>TOTAL</b>	TAXABLE RECEIPTS SUBJECT TO 4% TAX
<b>TAX (4%)</b>	COMPUTE TOTAL TAX (4% of line above)
<b>DISCOUNTS(3%) (subtract from line 3)</b>	A DISCOUNT OF 3% IS ALLOWED IF RETURN IS FILED ON TIME, ( <i>20<sup>th</sup> day of month following tax month</i> ) ex: July Tax Return due August 20 <sup>th</sup> . RETURN MUST BE RECEIVED OR POSTMARKED ON or BEFORE END OF TAX PERIOD TO RECEIVE DISCOUNT. DO NOT COMPUTE DISCOUNT WHEN PENALTY APPLIES.
<b>PENALTY FOR LATE FILING</b>	IF RETURN IS RECEIVED or POSTMARKED AFTER DUE DATE. ( <i>20<sup>th</sup> day of next month following tax month</i> ) 1 – 30 days 10%, 31 – 60 days 20%, Over 60 days 25% Minimum Penalty \$2.00
<b>TOTAL REMITTANCE (line 3 less line 4 add line 5)</b>	Amount Due and Payable to: <b>PITTSYLVANIA COUNTY TREASURER</b>  Mail Return and Check to: <b>Commissioner of the Revenue              PO Box 272, Chatham, VA 24531</b>