



Meals Tax Return Instructions

- ✓ More information about Meals Tax is available on the [Town's website](#).
- ✓ Meals Tax Returns may also be picked up at the Town Hall located at:
23 Main Street, Round Hill
- ✓ [Meals Tax On-Line Payment Portal](#) - **Pay on-line and EMAIL the completed Meals Tax Return to Finance@roundhillva.gov.**
- ✓ Contact Town Hall at 540-338-7878 with any questions.

In accordance with Round Hill Town Code Chapter 21, Article V, Meals Tax

File and Pay by the 20th day of the calendar month following the month being reported.

- Example: March sales are reported and tax is paid by April 20th

Gross Receipts: report amount of all food & beverage sales for the month as applicable - refer to the Guidelines for the Application of Meals (Food and Beverage) Tax

Allowable Deductions (no meals tax collected):

- a. Record total employee meals costs for reportable month when no charge is made to the employee
- b. Record total federal, state or local government meals sold for reportable month
- c. Other – please record total meals sold and explain reason for exemption
 - i. Food sold from vending machine or during a Round Hill farm/community market

N/A (Automatically calculates sum of 2a,2b,2c)

N/A (Automatically calculates line 1 minus line 3)

N/A (Automatically calculates 2% tax)

Collection Discount: 5% discount on amount of tax due to compensate seller for collection of the tax

IMPORTANT: Only allowable if return filed AND tax paid before the due date

- a. Multiply line 5 (tax calculated) by 5% (.05) and record discount allowed

7. **Amount Due IF PAID ON TIME** (Automatically calculates)

8. Penalty for Late Payment

- a. Multiply line 5 (tax calculated) by 10% (.10) and record penalty

9. Interest

IMPORTANT: Only apply interest if payment is 30 days past original due date of reportable month

- a. Multiply line 5 (tax calculated) by 10% annum (.008333 per months late) and record interest

10. **Amount Due including penalty & interest IF PAYMENT LATE** (Automatically calculates)

11. Print Name of Preparer

12. Phone #

13. Sign & Date Return

14. Make check payable to the "TOWN OF ROUND HILL"

15. Submit Payment & Return to: **TOWN OF ROUND HILL**

PAYMENT DROP OFF: TOWN HALL 23 MAIN STREET

PAYMENT VIA USPS: PO BOX 36 ROUND HILL, VA 20142

[PAYMENT VIA ON-LINE PAYMENT PORTAL](#)

Please make a copy for your records and return the original with payment.



MEALS TAX RETURN

File and Pay by the 20th of the calendar month following the month being reported.

REPORT YEAR:

REPORT MONTH:

TRADE NAME: _____

PHYSICAL ADDRESS OF BUSINESS: _____

MAILING ADDRESS 1: _____

MAILING ADDRESS 2: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

1. GROSS RECEIPTS FROM SALES OF MEALS SUBJECT TO THIS TAX (LINE 1)

2. ALLOWABLE DEDUCTIONS

A. MEALS TO EMPLOYEES WHEN NO CHARGE IS MADE	\$
B. MEALS PAID FOR BY FEDERAL, STATE OR LOCAL GOVERNMENTS	\$
C. OTHER (PLEASE EXPLAIN)	\$

3. TOTAL DEDUCTIONS (SUM OF 2A, 2B, 2C) (LINE 3)

4. NET GROSS RECEIPTS (LINE 1 (-) MINUS LINE 3) (LINE 4)

5. TAX (LINE 4 (X) MULTIPLIED BY 2%) (LINE 5)

6. COLLECTION DISCOUNT (LINE 5 (X) MULTIPLIED BY 5%) (LINE 6)

NOTE: DISCOUNT ALLOWED ONLY IF RETURN IS FILED AND TAX PAID ON OR BEFORE DUE DATE

7. TOTAL TAX DUE (LINE 5 (-) MINUS LINE 6) ON TIME TOTAL DUE..... (LINE 7)

8. PENALTY FOR LATE PAYMENT (LINE 5 (X) MULTIPLIED BY 10%)..... (LINE 8)

9. INTEREST (10% Per ANNUM—LINE 5 (x) Multiplied by .008333 for each month payment is late starting 30 days from due date) (LINE 9)

10. TOTAL TAX & PENALTY & INTEREST (SUM OF LINES 7, 8, & 9) LATE TOTAL DUE..... (LINE 10)

NOTE: Late Payments assessed 10% Penalty & Lose Collection Discount. Please file and pay on or before the 20th day of the month following the last day of the calendar month for which the return is due.

BY SIGNING THIS RETURN, I HEREBY DECLARE THAT THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN.

Contact/Preparer Name (print): _____ Phone #: _____

SIGNATURE: _____ DATE: _____

Make check payable to the "TOWN OF ROUND HILL" Return this report with payment to:

TOWN OF ROUND HILL PAYMENT DROP OFF: TOWN HALL 23 MAIN STREET

PAYMENT VIA USPS: PO BOX 36 ROUND HILL, VA 20142

[PAYMENT VIA ON-LINE PAYMENT PORTAL](#)

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