TOWN OF HERNDON
P.O. BOX 427
HERNDON, VIRGINIA 20172-0427

TOWN OF HERNDON VIRGINIA

Enriching the Quality of Life and Promoting a Sense of Community

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MEAL TAX MONTHLY COLLECTION AND REMITTANCE

☐ January	☐ May	☐ September
☐ February	☐ June	☐ October
☐ March	☐ July	☐ November
☐ April	☐ August	☐ December

Total Meal Receipts	$
Less Non-Taxable Receipts ***Attach explanation for Non-Receipts**	$
Receipts Subject To Meals Tax	$
Meals Tax **(1.5% of Receipts)**	$
Less 6% For Tax Collection Fee ***(On-Time Remittance Fee)**	$
TOTAL DUE BY THE 20TH OF THE MONTH	$
10% Penalty **(after the 20th of the month)**	$
10% Interest **(after the 30th of the month)**	$
TOTAL	$

This report and payment is due on or before the **Twentieth** day of the month following the Month during which the tax was collected. Checks should be made payable to the Town of Herndon. Payment received the **Twentieth** day of the month shall incur a penalty of 10% of the tax due or ten dollars, whichever is greater. In addition to the penalty, interest of 10% per annum shall be assessed on all delinquent meal tax payments. **Please note all payments should be mailed to P.O. Box 427, Herndon, Virginia 20172-0427 or hand delivered to 777 Lynn Street, Herndon, Virginia**. If you require additional assistance, please call (703) 435-6800 ext.2036.

Sign _____ **Print Name** _____

Department of Finance
Revenue Division
777 Lynn Street
Herndon, Virginia 20170-4062
www.herndon-va.gov