

|                             |  |
|-----------------------------|--|
| <b>FOR OFFICE USE ONLY:</b> |  |
| Bill #: _____               | Revenue Clerk: _____<br>(initial/date) |

Account Number: \_\_\_\_\_

Trade Name (DBA): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Email Address (Required): \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

| <b>Steps:</b> | <b>Details:</b>   | <b>Amounts:</b> |
|---------------|---|-----------------|
| <b>1</b>      | Total Meals Receipts: (All sales including non-taxable and/or tax-exempt sales)   | \$              |
| <b>2</b>      | Non-Taxable Receipts: ( <b>Attach explanation for non-taxable or tax-exempt receipts</b> )  | \$              |
| <b>3</b>      | Total Taxable Receipts: (Line 1 minus Line 2)   | \$              |
| <b>4</b>      | Tax Rate:   | <b>3.75%</b>    |
| <b>5</b>      | Tax Due: (Line 3 multiplied by Line 4)  | \$              |
| <b>6</b>      | Less: Collection Commission for <b>On-Time Payment Only</b> (Line 5 multiplied by 6.0%. If filed/paid late, input \$0 on this line.)  | \$              |
| <b>7</b>      | Net Tax Due: (Line 5 minus Line 6)  | \$              |
| <b>8</b>      | Late Payment Penalty: (if applicable, 10% penalty on amount on Line 7)  | \$              |
| <b>9</b>      | Interest: (if applicable, multiply line 7 by 0.0083 and number of months late not including the month current taxes were due. for example: July's Meals Tax is due August, it was not submitted till October. You would multiply Net tax due * .0083 * 2) | \$              |
| <b>10</b>     | Total Remittance Due (Sum of Lines 7, 8, and 9)   | \$              |

Tax payments and this Return are **due** on or before the **Twentieth** day of the month following the month in which the tax was collected. Checks should be made payable to the **Town of Herndon**. Payments received after the **Twentieth** day of the month shall incur a penalty of 10% of the tax due and shall assessed interest of 10% per annum on all delinquent meals tax. Please remit all payments to **Town of Herndon, Revenue Division, 777 Lynn Street, Herndon, VA 20170-4602**. You may also pay online via e-check, **forms must be submitted first** to [revenue@herndon-va.gov](mailto:revenue@herndon-va.gov) so we can process the meals tax form and verify taxes due. If you require additional assistance, please call (703) 787-7358 or email us.

The undersigned declares that the figures and information contained in this report are true, complete, and correct to the best of his/her knowledge.

**Sign:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_