



## Town of Vienna Report of Tax on Meals & Lodging

**TO BE USED ONLY FROM APRIL 14-JUNE 15, 2020**

*In response to impacts from coronavirus and social-distancing measures, Town Council has adopted an ordinance that provides that no interest or penalties be charged for late payments of meals taxes from April 14-June 15. The resolution also provides for a 10% (rather than the usual 3%) discount for on-time payments.*

FOR MONTH:    \_\_\_ March 2020 (due April 20)  
                   \_\_\_ April 2020 (due May 20)  
                   \_\_\_ May 2020 (due June 15 for 10% discount)

**Name of Business:** \_\_\_\_\_ **Virginia Sales Tax Registration No.:** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

- |   |          |
|---|----------|
| 1. Gross receipts of meals or lodging   | \$ _____ |
| 2. 3% of line 1 (this is tax rate)  | \$ _____ |
| 3. Less sellers discount of <b>10%</b> of Line 2*<br><i>(applies only for filings &amp; payments rec'd by the due date of month following month being reported)</i> | \$ _____ |
| 4. Net tax payable to Town<br><i>Line 2 minus Line 3</i>  | \$ _____ |

Please remit amount shown on Line 4 to:

TOWN OF VIENNA  
 127 CENTER STREET  
 VIENNA, VA 22180

**DECLARATION OF TAXPAYER**

I hereby swear or affirm that amounts listed above are true, correct, and complete to the best of my knowledge and belief for the period stated.

Date: \_\_\_\_\_ Print/type name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

\* This discount may be taken only if filing and payment are received or postmarked by 20<sup>th</sup> (or next business day) of the month following that for which taxes are collected.

**Penalty and Interest will be charged for any payments received after June 15. Call 703-255-6321 with questions.**