

TOWN OF CHARLOTTE COURT HOUSE
P.O. BOX 246
CHARLOTTE COURT HOUSE, VIRGINIA 23923

**WORKSHEET FOR REPORTING
TAX ON SALE OF PREPARED FOOD (MEALS TAX)**

Please fill in the required information and submit this form with your payment.

The "Meals Tax" is due and payable to the Town of Charlotte Court House by the 20th of each month. Payments received after the 20th of the month will be assessed a 10% per annum late penalty, plus interest in the amount of .0274% per day.

Report for the Month of: _____ , _____
Month Year

Seller's name: _____

Address: _____

Telephone #: _____

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|--|----------|
| 1. Gross sales of "meals" sold during month: | \$ _____ |
| 2. Meals Tax due (multiply gross sales by 5%) | \$ _____ |
| 3. Discount of 2% for payment made on or before the due date (subtract from "meals tax due"). | \$ _____ |
| 4. Total Due (if paid by due date): | \$ _____ |
| 5. Penalty (10% of meals tax due – to be included with payment if submitted after the 20 th of the month) | \$ _____ |
| 6. Interest (.0274% per day on Meals Tax + Penalty) | \$ _____ |
| 7. Total Due if paid after due date (add lines 4, 5, & 6) | \$ _____ |
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Signature

Date

Printed Name