

**COUNTY OF ALBEMARLE – FOOD AND BEVERAGE TAX COUPON 2024**

<b>FILE ONLINE AT</b> <b>ALBEMARLECOUNTYTAXES.ORG/BUSINESS</b>	ACCOUNT NUMBER:	PERIOD ENDING:	DUE DATE:
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BUSINESS NAME:	BUSINESS LOCATION:
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REMIT PAYMENT TO:  
 COUNTY OF ALBEMARLE  
 ASSESSMENTS UNIT  
 401 MCINTIRE ROAD, SUITE 133  
 CHARLOTTESVILLE VA 22902  
 DO NOT MAIL CASH

1. TOTAL MONTHLY FOOD & BEVERAGE SALES	\$	
2. TOTAL EXEMPTIONS (MUST ATTACH ITEMIZED LIST OF EXEMPT SALES)	\$	
3. TOTAL TAXABLE FOOD & BEVERAGE SALES (LINE 1 LESS LINE 2)	\$	
4. TAX (6% OF LINE 3) *	\$	
5. LATE FILING PENALTY: 10% OF LINE 4 OR \$10, WHICHEVER IS GREATER, BUT IN NO CASE EXCEEDING THE AMOUNT ON LINE 4.	\$	
6. LATE PAYMENT PENALTY: 10% OF TOTAL OF LINES 4 & 5 AFTER DUE DATE FOR THE FIRST MONTH, 5% EACH MONTH THEREAFTER (MAXIMUM OF 25%, MINIMUM \$10)	\$	
7. TOTAL TAX AND PENALTY (SUM OF LINES 4, 5, & 6)	\$	

I declare I have examined this return and to the best of my knowledge and belief, it is a true, correct, and complete return.

SIGNATURE	PRINTED NAME	EMAIL	TELEPHONE	DATE
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**\*\*FOR OFFICE USE ONLY\*\***

CHECK NO.:	CHECK AMOUNT:	DATE RECEIVED:	RECEIVED BY:
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REMIT PAYMENT TO: COUNTY OF ALBEMARLE  
 ASSESSMENTS UNIT  
 401 MCINTIRE RD, SUITE 133  
 CHARLOTTESVILLE, VA 22902

**FILE ONLINE AT**  
**AlbemarleCountyTaxes.Org/Business**

1. This return must be filed by the 20<sup>th</sup> day of the month following the calendar month the Food and Beverage tax was collected to avoid penalty.
2. Filings and payments may be made online by 11:59 PM ET on due date or by one of the following methods: by postal mail postmarked by due date; by payment drop box on due date at 401 McIntire Road, Charlottesville, Virginia; or in-person at the Office of Revenue Administration - Assessments Unit Office by 5 PM ET at the McIntire Building. Payments can be made by telephone by 11:59 PM ET on due date at (866)820-5450.
3. A separate return must be filed for each location.
4. A return must be filed even if no sales were made during the period.
5. Please use the official Albemarle County Food and Beverage Tax coupon which provides the most current instructions and requirements.
6. An unsigned or incomplete return will be returned to the filer as "unfiled" and subject to applicable penalties.
7. Do not staple your check to the coupon.
8. If exempt sales are claimed, an itemized list with exempt entity's legal name and sales or copies of the receipts is required for exemptions listed on line 2 to be excluded from taxation. The total amount of exempt sales stated on the itemized list or on receipts must equal the amount of line 2 and be provided with each monthly return. Any under payment is subject to additional penalty. Food and beverages used or consumed and paid for by local, state, or federal government are exempt from food and beverage tax.