

**TOWN OF ABINGDON, VIRGINIA
MEALS TAX RETURN**

**Make Check payable to the Town of Abingdon
Please return this report with payment to Treasurer's Department
P.O. Box 789, Abingdon VA, 24212
Phone: (276) 525-1464**

Reporting Month/Year: _____

Business Name: _____ Contact Phone Number: _____

Mailing Address: _____ Email Address: _____

Payments and return are due by the 20th of each month following the reported month.

This form must be submitted completely, even if the business collected no tax for the reported month.

Meals Tax Information:

1. Total Gross Receipts (All sales including tax exempt sales) _____
2. Tax Exempt Sales (Meals and beverages **paid directly by qualifying agency**) * _____
3. Total Food & Beverage Gross Receipts (Line 1 minus (-) Line 2) _____
4. Tax Due (Line 3 multiplied by (x) 7%) _____
5. **Discount if filed and paid on or before the 20th** (Less 5% of line 4) _____
6. **TOTAL TAX DUE** if timely paid (Line 4 minus (-) Line 5) _____
7. Penalty for late payment (10% of amount on line 4) _____
8. Interest (10% per annum of Line 4 plus (+) 7) _____
9. Total Tax, Penalty and Interest Due if paid after due date (4+7+8) _____

***REQUIRED:** Copy of sales invoice/statement, form of payment to business, and tax-exempt form supporting the exempt sales claimed on line 2 for the exempt monthly sales to be excluded from taxation.

I hereby certify the information provided in this return is true and accurate to the best of my knowledge.

Signature _____ Title/Position _____ Date _____

Revised 8-9-2023

INSTRUCTIONS AND INFORMATION

1. WHO MUST PAY TAX:

Any person receiving taxable meal charges sold, served or delivered in the Town of Abingdon must collect the tax from the person paying.

2. RATE OF TAXATION:

As defined in the ordinance, a person shall collect a tax of 7% of the charges made from any person for whom food and drink are prepared.

3. TIME AND MANNER OF PAYMENT:

Remittance covering taxes collected less 5% for any calendar month shall be made to the Town Treasurer on or before the 20th of the month after the month taxes are collected.

4. PENALTIES:

The Treasurer shall add to the tax a penalty of 10% of the tax plus interest on tax and penalty until paid. The penalty shall commence from the date such taxes are due and payable. Interest shall begin to accrue on the first day of the month next following the month in which such taxes are due.

5. RECORDS:

Every person liable for the collection and payment of taxes shall keep and preserve for two years suitable records as may be necessary to determine such tax.

Per the Commonwealth of Virginia, Department of Taxation for Retail Sales and Use Tax Certificate of Exemption:

(This exemption also applies to purchase of meals, prepared food, and catering by the exempted for its use or consumption on or after April 22, 2016. The exemption is not applicable to the purchase of taxable services, such as hotel and motel accommodations.)

To purchase tangible personal property without paying Virginia sales and use tax:

- Present a copy of this letter to each dealer;
- Pay directly from the organization's funds (i.e., debit card, credit card or checking account). Purchases by a member of the organization from personal funds (i.e. cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment or the charges that are reimbursed by the organization, these types of transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.
- The organization must establish: 1) that the provisions of meals, prepared food and catering to individuals furthers an official function, mission, service, or purpose of the nonprofit organization; and 2) that the organization has determined to whom, when, and how the meals or food are served or consumed.