



# Town of Windsor

PO BOX 307, TOWN OF WINDSOR, VA 23487 (757) 242-4288

Email: [jdunlow@windsor-va.gov](mailto:jdunlow@windsor-va.gov)

## Food & Beverage Meals Tax Remittance

Monthly

Quarterly

Due dates paid Quarterly: 1st Quarter - April 20, 2nd Quarter - July 20, 3rd Quarter - October 20, 4th Quarter - January 20

### INSTRUCTIONS

- Complete Sections A, B & C below.
- File on or before the 20th day of the month following the month being reported. In person - Deliver to our office by 5:00 pm on the 20th day of each month. By mail - Postmark on or before the 20th of the month.
- Make check payable to: Treasurer, Town of Windsor
- Mail to: PO Box 307, Windsor, Va 23487

### A. Owner & Business Information

Owner's Name

Phone:

Mailing Address: Street

City

State

Zip

Name of Business

Physical Address: (No PO Boxes)

City

State

Zip

SSN of Owner

Federal Id Number

Email Address

### B. Calculating Tax

Month

Year

- |   |    |
|---|----|
| 1. Total Gross Receipts for the Month or Quarter ending | \$ |
| 2. 6% Tax of Gross from Line 1 (Multiply Line 1 by 6%)  | \$ |
| 3. Penalty (Multiply Line 2 by 10%)                     | \$ |
| 4. Amount Due (Line 2 plus Line 3)                      | \$ |

*Any person violating or failing to comply with any provision to the Food and Beverage Tax Ordinance as provided shall, upon conviction thereof, be guilty of a Class 3 Misdemeanor. Conviction of such violation shall not relieve any person from payment, collection, or remittance of the tax provided by this Ordinance.*

### C. Declaration of Seller

*I declare that the foregoing statement and figures are true, full and correct to best of knowledge and belief.*

\_\_\_\_\_  
*Signature of Owner or Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone*