BERRYVILLE
EST. 1798 Genuine VIRGINIA
101 Chalmers Ct. Suite A
Berryville, VA 22611
Phone: 540-955-1099 • Fax: 540-955-4524
www.berryvilleva.gov

LODGING & MEALS TAXES

Town Code requires that you hold these taxes in trust. Please remit payment by the 20th of the following month to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check made payable to 'Town of Berryville'?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE 'TOWN OF BERRYVILLE'. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE MONTH OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

LODGING TAX:

1. WHO MUST COLLECT AND REMIT TAX – Any person receiving taxable transient lodging charges for any hotel, motel, or other lodging place within the Town.
2. RATE OF LODGING TAX – 2% of amount of transient rent.
3. ADDITIONAL REQUIREMENTS– Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.

MEALS TAX:

1. WHO MUST COLLECT AND REMIT TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
2. RATE OF MEALS TAX – 4% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

REGISTRATION NO.

CHECK ADDRESS TO BE CHANGED ❑ BILLING ❑ MAILING ❑ LOCATION

NEW ADDRESS

NAME _____

ADDRESS _____

CITY _____

STATE_____ZIP _____

DISCONTINUED BUSINESS
DATE BUSINESS CEASED OPERATION IN TOWN

MONTH _____ DAY _____ YEAR _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP_____

SHOULD YOU MOVE,
PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

TOWN OF BERRYVILLE
101 CHALMERS CT
SUITE A
BERRYVILLE VA 22611

REMIT PAYMENT TO: TOWN OF BERRYVILLE, 101 CHALMERS COURT, SUITE A, BERRYVILLE, VA 22611

FAILURE TO REMIT THESE TAXES MAY RESULT IN A CLASS 3 MISDEMEANOR

YEAR

Complete Information Requested Below — See Reverse for Instructions

Business Name:_____

Business Location:_____

VERIFY ALL APPLICABLE BOXES

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
❑ Lodging Tax Lic #			–		x 2%	
❑ Meals Tax Lic #			–		x 4%	
					Total	
					Penalty	
					Interest	
					Total	

x _____ ( ) _____
AUTHORIZED SIGNATURE DATE PHONE

AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

LODGING & MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON

YEAR

Complete Information Requested Below — See Reverse Side for Instructions
Business Name:
Business Location: ❶

VERIFY ALL APPLICABLE BOXES

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
❷ Lodging Tax ☐ Lic #	❸ JAN	❹	– ❺	❻	x 2%	❼
❷ Meals Tax ☐ Lic #	❸ JAN	❹	– ❺	❻	x 4%	❼
					Total	❽
					Penalty	❾
					Interest	❿
					Total	⓫

x ( )

AUTHORIZED SIGNATURE DATE PHONE

AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

❶ LOCATION: The physical address where the business is located.

❷ TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the 'X' in the box and the corresponding license number.

❸ PERIOD: The month of the collections period. Lodging and Meals Taxes are due monthly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.

❹ GROSS RECEIPTS: Gross receipts for all transactions in this category.

❺ DEDUCTIONS: Valid exemptions for each tax type include:

- MEALS: See exemptions as stated in Town of Berryville Code 16-48.
- LODGING: Rentals over 30 days or other exemptions as stated in Town of Berryville Code 16-101.

❻ TAXABLE RECEIPTS: Gross receipts minus Deductions

❼ TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE= TAX)

❽ TAX TOTAL: The total tax due from all types (LODGING TAX + MEALS TAX = TOTAL TAX).

❾ PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted or a minimum of $2.00 whichever is greater. (TOTAL TAX x 0.10 = PENALTY)

❿ INTEREST MONTHLY FOR LATE FILING AND PAYMENT. Interest must be added if payment is remitted 30 days late or greater. (TOTAL TAX x 0.12 = INTEREST)

⓫ TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).