



# PREPARED FOOD AND BEVERAGE TAX RETURN

DUE THE 20<sup>TH</sup> DAY OF EACH MONTH FOR TAX COLLECTED THE PREVIOUS MONTH

NAME: \_\_\_\_\_

REPORTING PERIOD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

- |  |          |
|--|----------|
| 1. Gross Sales of Prepared Food & Beverage                             | \$ _____ |
| 2. Exempt Sales  | \$ _____ |
| 3. Taxable Sales (Line 1 minus Line 2)                                 | \$ _____ |
| 4. Tax Due (4% of Line 3)  | \$ _____ |
| 5. Dealer's Discount – 3% (if paid by due date)                        | \$ _____ |
| 6. Adjustments from Previous Month                                     | \$ _____ |
| 7. Net Tax Due   | \$ _____ |
| 8. Penalty<br>(Late Filing Penalty 10% per month or \$10.00 – 30% max) | \$ _____ |
| 9. <b>TOTAL DUE</b>  | \$ _____ |

**Make checks payable to: Town of Madison**

**Return to:      Town Treasurer  
                    23 Washington Circle  
                    Madison, VA 22727**

Any person responsible for the filing of a food and beverage sales tax return who fails, refuses, or neglects to timely file an accurate food and beverage sales tax return or pay taxes due on time may be charged with a Class 3 misdemeanor which can result in a fine of up to \$500.

Declaration and Signature: I declare that all information given in this return, including any accompanying schedules, statements, or additional attached information, is true and correct and complete.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_