

OFFICE OF THE TREASURER  
TOWN OF URBANNA, VIRGINIA

MONTHLY REMITTANCE OF TAX  
ON PREPARED FOOD AND BEVERAGES

**NAME OF BUSINESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |   |          |
|---|----------|
| 1. Gross receipts for the month of _____                        | \$ _____ |
| 2. LESS allowable deductions (non-taxable sales)                | \$ _____ |
| 3. Balance taxable  | \$ _____ |
| 4. 5% tax on item 3   | \$ _____ |
| 5. First penalty for late payment (10% of item 4--\$10 minimum) | \$ _____ |
| 6. Additional penalty (10% of item 4 for each additional month) | \$ _____ |
| 7. Total tax, penalty, and interest due and paid herewith       | \$ _____ |

**MAKE CHECK PAYABLE TO: TOWN OF URBANNA**

**DECLARATION OF SELLER:**

I hereby swear and affirm that the amounts listed above are true, correct and complete to the best of my knowledge and belief for the period stated above.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Phone \_\_\_\_\_ Title \_\_\_\_\_

INSTRUCTIONS: Mail original copy payable to Town of Urbanna on or before the 20<sup>th</sup> day of the month following the month being reported to:

Town of Urbanna  
PO Box 179  
Urbanna VA 23175

***For Office Use***

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Clerk

\*copies may be made of this form.