

Falls Church City Monthly Meals Tax Report

Thomas D. Clinton, Commissioner of the Revenue

300 Park Ave, Suite #202W, Falls Church, VA 22046-3301 New! Online Payments at: www.fallschurchva.gov/pay

Phone: (703) 248-5450 Fax: (703) 248-5212 E-mail: commissioner@fallschurchva.gov 24/7 City Hall Drop Box Online Payments
(by credit card or by e-check)



Name of Business: _____

Trading As: _____

Business License Acct ID: _____

Business Address: _____

Meals Tax Report for the Month of: _____, 202_____

Name of Meals Tax Contact: _____

Meals Tax Contact Work Phone: _____

Meals Tax Contact Cell Phone: _____

*Note our VA State Sales Tax Registration # (always use FIPS code **51610** for Falls Church City on ST-9 Form, **not 51059** which is Fairfax County's)

The Falls Church City Meals Tax is due the **20th** of each month. There is a **10% late filing penalty** (.10 multiplied by line #2), **if** the tax is not paid on time. The minimum penalty is \$10.00, or 10%, whichever is greater. **No discount** shall be taken when filing late. A **late payment interest penalty of 10% per annum** will be charged on the 1st day of the next month (see line #5). Please contact our office with any questions at (703) 248-5450 or commissioner@fallschurchva.gov. Thank you for your timely tax remittance!

1. **Total gross sales amount from meals, including alcoholic beverages, in Falls Church City:** 1. _____
(insert total gross sales amount from your Falls Church City location(s) on line #1)
2. **Total gross sales amount times the Falls Church City Meals Tax rate of 4%:** 2. _____
(multiply line #1 by .04, then insert gross Meals Tax amount due on line #2)
3. ***Calculate your 2% discount if paying the Falls Church City Meals Tax "on time":** 3. (_____)
(multiply line #2 by .02, and then insert the discount amount on line #3, **then skip to #6**)
4. **If your Meals Tax report is "late", meaning paid after the 20th of the month, then there's no discount, and you must apply the 10% late payment penalty or \$10, whichever is greater, add that to the amount from line #2, then insert late payment amount due on line #4)** 4. _____
5. **Adding the late payment interest penalty:** (interest begins on the 1st day of the next month), and it accrues at 10% per annum, (call for the **monthly factor**). Multiply the total amount of the Meals Tax due from line #2, times the 10% late payment penalty **first**, (from line #4), then multiply that amount times the number of months late factor **second**, and that equals the **late payment interest penalty**, then insert the late payment interest penalty amount on line #5) 5. _____
6. **Total Meals Tax amount due:** (subtract line #3 from line #2, *if tax paid on or before the 20th of the month, then insert total Meals Tax amount due on line #6) 6. _____
***if you're paying late, don't take the discount on line #3, and add lines #2, 4 & 5**
(use line #5 if filed after the last day of the month), then insert total amount due on line #6.

Name of Meals Tax Preparer (if not the contact name listed above): _____

Signature: _____ Title: _____ Date: _____

(Declaration: I declare that all the figures herein given are true, full and correct to the best of my knowledge and belief, under the penalty of law.)

Make checks payable to: "**Treasurer, City of Falls Church**", **mail check & top copy** to the Commissioner's address below!

Commissioner of the Revenue
Attention: Meals Tax Collections
300 Park Avenue, Suite #202W
Falls Church, VA 22046-3301

Falls Church City Monthly Meals Tax Report:

1. **White/top copy** and your **check, mail** both to: Commissioner of the Revenue
****Please don't mail it to the Treasurer's Office as it's processed by the COR first****
2. **Yellow/bottom copy:** remove it & keep it for **your records**, or copy **top** page.

Have questions about calculating the Meals Tax? Call (703) 248-5450. The Meals Tax is a "trust" tax. **The business owner can be personally held liable** if the tax is not paid to Falls Church City. We **thank you** for doing business in the City of Falls Church!

Tom Clinton, Commissioner of the Revenue

If you **sell, move or make ownership changes** to your business, contact us immediately! Use the "Closing/Moving Your Business" letter available from the City's website at: www.fallschurchva.gov, click on "Business Services", then on "For Existing Businesses" and then on "Business Closure/Moving Letter" and send it into us. revised 1-14-21