



TOWN OF OCCOQUAN

314 Mill Street | P.O. Box 195

Occoquan, Virginia 22125

www.occoquanva.gov

(703) 491-1918 | Info@occoquanva.gov

FOR TOWN USE ONLY

Date

Ck #

Paid

Outstanding

MEALS TAX REPORT

This Meals Tax Report and payment are due on or before the twentieth (20th) day of the month following the month during which the tax was collected. Reports and payments should be submitted by mail to the Town of Occoquan, P.O. Box 195, Occoquan, Virginia, 22125, or in-person at Town Hall Monday through Friday between 9:00 a.m. and 4:00 p.m. Reports and payments mailed must be *received* by the 20th to avoid incurring penalties.

SECTION 1: Applicant Information	
Business Entity Name:	Business Phone:
Business Address/Location (Include P.O. Box):	
Mailing Address (If different from above):	
Report Month:	Report Year:
SECTION 2: Business License Tax Calculation	
Calculation Steps	Amounts
1. Total Food and Beverage Receipts (Enter total receipts for month.)	
2. Less Non-Taxable Receipts (Enter non-taxable receipts; attach justification)	
3. Receipts Subject to Meals Tax (Subtract line 2 from line 1 and enter here.)	
4. 3.5% Meals Tax Due (Multiply line 3 by .035 and enter here.)	
5. Delinquent Balance (Enter any previous balance and, if after the due date, add line 4.)	
6. Late Penalty* (Multiply line 5 by 0.10)	
7. 10% Late Penalty Interest* (Multiply the sum of line 5 and 6 by 10% per annum for the number of days overdue)	
8. Total Delinquent Due (sum of lines 5, 6 and 7)	
9. Total Amount Due (sum of lines 4 and 8; exclude line 4 if added to line 5.)	

*Pursuant to §35.999 (D) of the Town Code, if payment is made after the due date, a penalty of ten percent (10%), or a minimum of ten dollars (\$10.00), whichever is greater, shall be added; provided, however, that the penalty shall not exceed the amount of the tax due. The Treasurer shall also assess interest on the tax and penalty at the rate of ten percent (10%) per annum from the day after the tax is due until paid.

Signature _____

Title _____

Date _____