

MONTH / YEAR

COMMISSIONER OF THE REVENUE  
COUNTY OF HENRY  
P O BOX 1077  
COLLINSVILLE, VA 24078-1077  
Phone: (276) 634-4690

1. Meals Subject to Tax	
2. Meals Tax at 4.0% (Line 1 x 4%)	
3. Penalties	
4. Amount Due	

KEEP THIS STUB  
FOR YOUR  
RECORD

### MEALS TAX

1. Meals Subject to Tax

Account Number    MONTH / YEAR                    DUE

2. Meals Tax at 4%

BUSINESS  
ADDRESS

3. Penalties

MAILING  
ADDRESS

4. Amount Due

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please make check payable to Treasurer of Henry County

### INFORMATION AND INSTRUCTIONS

- 1 WHO MUST COLLECT TAX** - Any person selling food (any and all prepared edible refreshments and nourishments, liquid or otherwise, including alcoholic beverages, which are consumable as sold) shall collect the tax from the person paying for such food.
- 2. RATE OF TAXATION** - A person shall collect a tax of 4.0% on the charge made for any meal or prepared food.
- 3. TIME AND MANNER OF PAYMENT** - Remittance of taxes collected for any calendar month shall be made to:  
**COMMISSIONER OF THE REVENUE, P O BOX 1077, COLLINSVILLE, VA 24078-1077**  
on or before the 20th of the month following the month taxes are collected.
- 4. PENALTIES** - Penalty in the amount of ten percent (10%) if the failure is not more than thirty (30) days, with an additional ten percent (10%) of the total amount of tax owed for each additional thirty (30) days or fraction thereof during which the failure continues, not to exceed twenty-five percent (25%) in the aggregate, with a minimum penalty of two dollars and fifty cents (\$2.50).
- 5 RECORDS** - Every person liable for the collection and payment of taxes shall keep and preserve for a period of five (5) years suitable records as may be necessary to determine such tax.