TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
Phone: (276) 646-3232
Fax: (276) 646-3012
www.chilhowie.org

Town Manager: Brian Martin
Clerk-Treasurer: Felicia C. Eller
Police Chief: Andrew K. Moss
Director-Public Works: Tyler Keen
Fire /EMS Chief: C. David Haynes
Building Official: Jenna Prater
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Recreation/Special Events Coordinator: Stephen Fields
Buildings, Streets, & Grounds: Christopher Johnson
Legal: Cassell & Crewe, P.C.

MEALS TAX MONTHLY REPORT

FOR THE MONTH OF _____ 20__

BUSINESS NAME AND ADDRESS

1. MEAL CHARGES SUBJECT TO TAX _____

2. TAX ON MEALS AT 7.0% OF (1) _____

3. LESS 3% OF TAX (2) COLLECTION FEE _____

TOTAL TAX DUE: (2) LESS (3) _____

PENALTY (10% OF TAX DUE) _____

INTEREST TO DATE (10% PER ANNUM) _____

TOTAL DUE IF PAID AFTER DUE DATE _____

MAKE CHECKS PAYABLE TO: TOWN OF CHILHOWIE
INSTRUCTIONS AND INFORMATION OF REVERSE SIDE

SIGNATURE OF BUSINESS REPRESENTATIVE _____

1. **WHO MUST PAY TAX-Any person receiving taxable meal charges must collect the tax from the person paying such charges.**

2. **RATE OF TAXATION- A person as defined in the ordinance shall collect a tax of 5.5% charges made from any person for whom food & drink are prepared.**

3. **TIME AND MANNER OF PAYMENT-Remittance covering taxes collected for any calendar month shall be made to the Treasurer on or before the 20th of the month following the month taxes are collected.**

4. **PENALTIES-The Treasurer shall add to the tax a penalty of 10% of the tax plus interest on tax and penalty until paid. Penalty shall commence from the date such taxes are due and payable. Interest shall begin to accrue on the first day of the month next following the month in which such taxes are done.**

5. **RECORDS-Every person liable for the collection and payment of taxes shall keep and preserve for a period of two years suitable records as may be necessary to determine such tax.**