

CITY OF BUENA VISTA, VIRGINIA

MONTHLY REMITTANCE REPORT

Food and Lodging Tax

Report for the month of _____ 20____

Business Name _____

Address _____

TAX CALCULATION

Gross receipts from food and lodging sales \$ _____

Tax due (6 percent of line 1) \$ _____

Discount (3 percent of line 2) if remitted by due date \$ _____

Adjustment from previous month \$ _____

Net Sales Tax Due \$ _____

Late Filing Penalty (10% of the amount of tax due for each month or fraction thereof filed late up to a maximum of 25%. MINIMUM PENALTY - \$2.00.) \$ _____

Total Due \$ _____

Signed _____ Date _____

Printed Name _____ Daytime Phone _____

Submit Form and Payment to:

**DIRECTOR OF FINANCE
2039 Sycamore Avenue
Buena Vista, Virginia 24416**

MAKE CHECKS PAYABLE TO CITY OF BUENA VISTA

Report due on or before the 20th day of the following calendar month.