

ADMISSIONS, LODGING, MEALS TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the following month to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to 'City Treasurer'?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE 'CITY TREASURER'. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE MONTH OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

- ADMISSIONS TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving payment for taxable admissions must collect the tax from person paying admission.
 2. RATE OF ADMISSIONS TAX – 5% of amount of total admissions, including the value of complimentary admissions.
- LODGING TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving taxable transient lodging charges for any hotel, motel, or other lodging place containing ten (10) or more bedrooms within the city.
 2. RATE OF LODGING TAX – 6% of amount of transient room rent.
 3. ADDITIONAL REQUIREMENTS – Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.
- MEALS TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
 2. RATE OF MEALS TAX – 6% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	JAN		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	JAN		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	JAN		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 JAN	4 _____	5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 JAN	4 _____	5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 JAN	4 _____	5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
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- 1** LOCATION: The physical address where the business is located.
- 2** TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the 'X' in the box and the corresponding license number.
- 3** PERIOD: The month of the collections period. Admissions, Lodging, and Meals Taxes are due monthly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4** GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5** DEDUCTIONS: Valid exemptions for each tax type include:
 - MEALS: Meals to employees as part of their compensation, meals paid for by Federal, State or Local Government, meals sold by vending machines, other exemptions as stated in Winchester City Code 27-81
 - LODGING: Valid extended stay, or other exemptions as stated in Winchester City Code 27-92.
Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7** TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
- 8** TAX TOTAL: The total tax due from all types (ADMISSIONS TAX + LODGING TAX + MEALS TAX = TOTAL TAX).
- 9** PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 10** INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 11** TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

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2. RATE OF LODGING TAX – 6% of amount of transient room rent.
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 CITY _____
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 ACCOUNT NUMBER _____

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 MONTH _____ DAY _____ YEAR _____
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YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	FEB		–		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	FEB		–		x 6%	
<input type="checkbox"/> Meals Tax Lic #	FEB		–		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
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 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 FEB	4	5	6	x 5%	7
<input type="checkbox"/> Lodging Tax Lic # _____	3 FEB	4	5	6	x 6%	7
<input type="checkbox"/> Meals Tax Lic # _____	3 FEB	4	5	6	x 6%	7
Total						8
Penalty						9
Interest						10
Total						11

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Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6 TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7 TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
- 8 TAX TOTAL: The total tax due from all types (ADMISSIONS TAX + LODGING TAX + MEALS TAX = TOTAL TAX).
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CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

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YEAR

21

CONTROL NUMBER



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 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	MAR		–		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	MAR		–		x 6%	
<input type="checkbox"/> Meals Tax Lic #	MAR		–		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
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ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

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 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 MAR	4	– 5	6	x 5%	7
<input type="checkbox"/> Lodging Tax Lic # _____	3 MAR	4	– 5	6	x 6%	7
<input type="checkbox"/> Meals Tax Lic # _____	3 MAR	4	– 5	6	x 6%	7
Total						8
Penalty						9
Interest						10
Total						11

X _____ () _____
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Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
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- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
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CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

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CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
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SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

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YEAR

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VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic # _____	APR		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic # _____	APR		-		x 6%	
<input type="checkbox"/> Meals Tax Lic # _____	APR		-		x 6%	
					Total	
					Penalty	
					Interest	
					Total	

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

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<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 APR	4 _____	– 5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 APR	4 _____	– 5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 APR	4 _____	– 5 _____	6 _____	x 6%	7 _____
Total						8 _____
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<input type="checkbox"/> Lodging Tax Lic #	MAY		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	MAY		-		x 6%	
Total						
Penalty						
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Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 MAY	4 _____	– 5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 MAY	4 _____	– 5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 MAY	4 _____	– 5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1** LOCATION: The physical address where the business is located.
- 2** TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the 'X' in the box and the corresponding license number.
- 3** PERIOD: The month of the collections period. Admissions, Lodging, and Meals Taxes are due monthly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4** GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5** DEDUCTIONS: Valid exemptions for each tax type include:
 - MEALS: Meals to employees as part of their compensation, meals paid for by Federal, State or Local Government, meals sold by vending machines, other exemptions as stated in Winchester City Code 27-81
 - LODGING: Valid extended stay, or other exemptions as stated in Winchester City Code 27-92.
Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7** TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
- 8** TAX TOTAL: The total tax due from all types (ADMISSIONS TAX + LODGING TAX + MEALS TAX = TOTAL TAX).
- 9** PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 10** INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 11** TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the following month to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to 'City Treasurer'?

IMPORTANT INFORMATION

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- ADMISSIONS TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving payment for taxable admissions must collect the tax from person paying admission.
 2. RATE OF ADMISSIONS TAX – 5% of amount of total admissions, including the value of complimentary admissions.

- LODGING TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving taxable transient lodging charges for any hotel, motel, or other lodging place containing ten (10) or more bedrooms within the city.
 2. RATE OF LODGING TAX – 6% of amount of transient room rent.
 3. ADDITIONAL REQUIREMENTS – Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.

- MEALS TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
 2. RATE OF MEALS TAX – 6% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	JUN		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	JUN		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	JUN		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 JUN	4 _____	5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 JUN	4 _____	5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 JUN	4 _____	5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

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 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
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CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

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CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	JUL		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	JUL		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	JUL		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

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 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 JUL	4 _____	– 5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 JUL	4 _____	– 5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 JUL	4 _____	– 5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

X _____ () _____
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 - LODGING: Valid extended stay, or other exemptions as stated in Winchester City Code 27-92.
 - **Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).**
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7** TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
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CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

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 2. RATE OF LODGING TAX – 6% of amount of transient room rent.
 3. ADDITIONAL REQUIREMENTS – Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.

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 2. RATE OF MEALS TAX – 6% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	AUG		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	AUG		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	AUG		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 AUG	4 -	5 -	6	x 5%	7
<input type="checkbox"/> Lodging Tax Lic # _____	3 AUG	4 -	5 -	6	x 6%	7
<input type="checkbox"/> Meals Tax Lic # _____	3 AUG	4 -	5 -	6	x 6%	7
Total						8
Penalty						9
Interest						10
Total						11

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
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Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7** TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
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- 11** TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

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CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	SEP		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	SEP		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	SEP		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
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ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

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 Business Name: _____
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VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 SEP	4 _____	5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 SEP	4 _____	5 _____	6 _____	x 6%	7 _____
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LODGING TAX:

1. WHO MUST COLLECT AND REMIT TAX – Any person receiving taxable transient lodging charges for any hotel, motel, or other lodging place containing ten (10) or more bedrooms within the city.
2. RATE OF LODGING TAX – 6% of amount of transient room rent.
3. ADDITIONAL REQUIREMENTS – Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.

MEALS TAX:

1. WHO MUST COLLECT AND REMIT TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
2. RATE OF MEALS TAX – 6% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY

MONTH _____ DAY _____ YEAR _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

**SHOULD YOU MOVE,
PLEASE NOTIFY US AT ONCE.**

DETACH & MAIL TO:

CITY OF WINCHESTER
21 SOUTH KENT STREET
SUITE 100
WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



commissioner
of the revenue

Complete Information Requested Below — See Reverse for Instructions

Business Name:

Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	OCT		–		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	OCT		–		x 6%	
<input type="checkbox"/> Meals Tax Lic #	OCT		–		x 6%	
					Total	
					Penalty	
					Interest	
					Total	

X

()

AUTHORIZED SIGNATURE

DATE

PHONE

AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 OCT	4 _____	– 5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 OCT	4 _____	– 5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 OCT	4 _____	– 5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1** LOCATION: The physical address where the business is located.
- 2** TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the 'X' in the box and the corresponding license number.
- 3** PERIOD: The month of the collections period. Admissions, Lodging, and Meals Taxes are due monthly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4** GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5** DEDUCTIONS: Valid exemptions for each tax type include:
 - MEALS: Meals to employees as part of their compensation, meals paid for by Federal, State or Local Government, meals sold by vending machines, other exemptions as stated in Winchester City Code 27-81
 - LODGING: Valid extended stay, or other exemptions as stated in Winchester City Code 27-92.
Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
- 6** TAXABLE RECEIPTS: Gross receipts minus Deductions
- 7** TAX: The amount of tax due for that type (TAXABLE RECEIPTS x RATE = TAX)
- 8** TAX TOTAL: The total tax due from all types (ADMISSIONS TAX + LODGING TAX + MEALS TAX = TOTAL TAX).
- 9** PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 10** INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 11** TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the following month to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to 'City Treasurer'?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE 'CITY TREASURER'. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE MONTH OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

- ADMISSIONS TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving payment for taxable admissions must collect the tax from person paying admission.
 2. RATE OF ADMISSIONS TAX – 5% of amount of total admissions, including the value of complimentary admissions.

- LODGING TAX:**
1. WHO MUST COLLECT AND REMIT TAX – Any person receiving taxable transient lodging charges for any hotel, motel, or other lodging place containing ten (10) or more bedrooms within the city.
 2. RATE OF LODGING TAX – 6% of amount of transient room rent.
 3. ADDITIONAL REQUIREMENTS – Businesses claiming Extended Stay deductions must remit Lodging Taxes – Schedule A or equivalent computer-generated itemized listing.

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1. WHO MUST COLLECT AND REMIT TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
 2. RATE OF MEALS TAX – 6% of cost of meal, including alcoholic beverage and non-optional gratuities.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:

Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic # _____	NOV		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic # _____	NOV		-		x 6%	
<input type="checkbox"/> Meals Tax Lic # _____	NOV		-		x 6%	

Total

Penalty

Interest

Total

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic #	3 NOV	4	– 5	6	x 5%	7
<input type="checkbox"/> Lodging Tax Lic #	3 NOV	4	– 5	6	x 6%	7
<input type="checkbox"/> Meals Tax Lic #	3 NOV	4	– 5	6	x 6%	7
Total						8
Penalty						9
Interest						10
Total						11

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
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 - **Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).**
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
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CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601

ADMISSIONS, LODGING, MEALS TAXES

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CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

21

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions

Business Name:
 Business Location:

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input type="checkbox"/> Admissions Tax Lic #	DEC		-		x 5%	
<input type="checkbox"/> Lodging Tax Lic #	DEC		-		x 6%	
<input type="checkbox"/> Meals Tax Lic #	DEC		-		x 6%	
Total						
Penalty						
Interest						
Total						

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

ADMISSIONS, LODGING, MEALS TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR
21

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions
 Business Name: _____
 Business Location: _____

VERIFY ALL APPLICABLE BOXES "X"

Excise Tax Type	Period	Gross Receipts	minus Deductions	= Taxable Receipts	Rate	Tax
<input checked="" type="checkbox"/> Admissions Tax Lic # _____	3 DEC	4 _____	– 5 _____	6 _____	x 5%	7 _____
<input type="checkbox"/> Lodging Tax Lic # _____	3 DEC	4 _____	– 5 _____	6 _____	x 6%	7 _____
<input type="checkbox"/> Meals Tax Lic # _____	3 DEC	4 _____	– 5 _____	6 _____	x 6%	7 _____
Total						8 _____
Penalty						9 _____
Interest						10 _____
Total						11 _____

X _____ () _____
 AUTHORIZED SIGNATURE DATE PHONE
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Business claiming extended stay deduction MUST enclose Lodging Taxes – Schedule A (Extended Stay Detail).
 - ADMISSIONS: Exemptions as specified in Winchester City Code 27-182
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CITY OF WINCHESTER
 21 SOUTH KENT STREET, SUITE 100
 WINCHESTER VA 22601