



TOWN OF COLONIAL BEACH  
P.O. BOX 450  
COLONIAL BEACH, VIRGINIA. 22443  
TELEPHONE (804) 224-7183  
FAX (804) 224-7185

Name: \_\_\_\_\_ Period ending: \_\_\_\_\_  
Address: \_\_\_\_\_ Due date: \_\_\_\_\_  
\_\_\_\_\_  
Tax ID#: \_\_\_\_\_

Your Meals/Lodging taxes are due by the 20th of the month for the availability of the 3% discount.

1. \_\_\_\_\_ Meals Sales
2. \_\_\_\_\_ Alcohol (If any)
3. \_\_\_\_\_ Total taxable sales (1) + (2)
4. \_\_\_\_\_ Meals/Lodging Tax (3) x 6%
5. \_\_\_\_\_ Discount (4) x 3% If pad by 20th of the month
6. \_\_\_\_\_ Tax (4) - (5)
7. \_\_\_\_\_ Penalty for late filing (6) x 10%
8. \_\_\_\_\_ Interest for late filing (6) + (7) x 10% ÷ 12 x  
number of months late
9. \_\_\_\_\_ Due and Payable (6) + (7) + (8)

For any questions call the Treasurer's office @ (804) 224-7183

**REFER TO THE CODE OF ORDINANCES CHAPTER 20 ARTICLES III & IV**