

**CITY OF MARTINSVILLE**  
**PREPARED FOOD AND BEVERAGE TAX RETURN**

LICENSE NO.

Under penalties of Law, the undersigned certifies that this return is true and accurate to the best of his/her knowledge and belief and is taken from the books and records of the business for which this return is filed.

MONTH	BILL NO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NAME  
 TRADE NAME  
 ADDRESS 1  
 ADDRESS 2  
 CITY STATE ZIP

1. GROSS SALES OF PREPARED FOOD AND BEVERAGES	\$ _____
2. ALLOWABLE DEDUCTIONS	_____
3. TAXABLE SALES (LINE 1 MINUS LINE 2)	_____
4. TAX DUE (6.5% OF LINE 3)	_____
5. SELLER'S DISCOUNT (3% OF LINE 4 IF REMITTED BY DUE DATE)	_____
6. NET TAX DUE	_____
7. PENALTIES (LATE FILING)	_____
8. PRIOR BALANCE DUE *	_____
9. TOTAL DUE	\$ _____

**INSTRUCTIONS FOR FILING**

This return is due on or before the 20<sup>th</sup> of each month following the month in which the tax on prepared food and beverage is made. State statutes and the City of Martinsville Code provide for late payment and late filing penalties. A filing will be considered timely when the gross receipts are reported and accompanied by remittance by the due date.

**\* If the form shows a prior balance due, add that amount to your check. If the prior balance due is a credit (-), deduct this amount from your check.**

Make checks payable to: City of Martinsville Treasurer

Remit report and payment to: Ruth L. Easley, Commissioner of the Revenue  
 P. O. Box 1222  
 Martinsville VA 24114-1222

IF FINAL RETURN PLEASE INDICATE: BUSINESS SOLD OR DISCONTINUED ON \_\_\_\_\_  
 Date

Any seller going out of business shall immediately report and remit any tax due. Failure to report and remit tax will result in legal action.

New Owner's Name \_\_\_\_\_

New Owner's Residence Address \_\_\_\_\_

Former Owner's Residence Address \_\_\_\_\_