

FREDERICK COUNTY, VIRGINIA

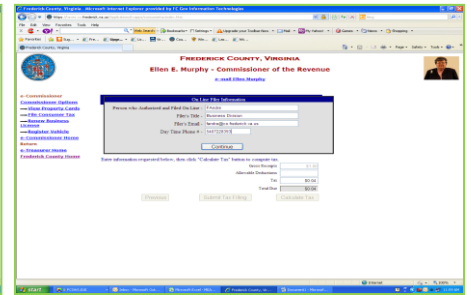
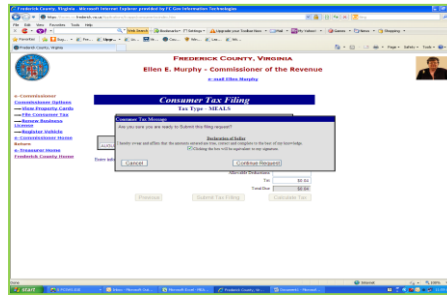
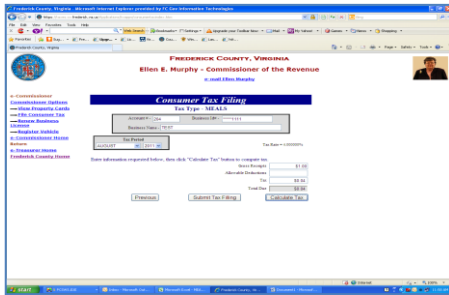
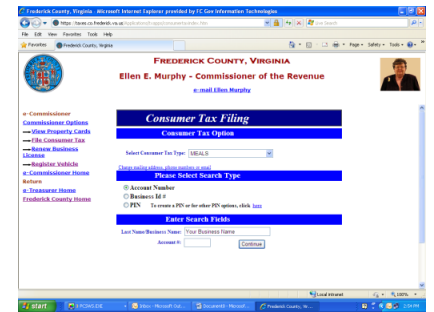
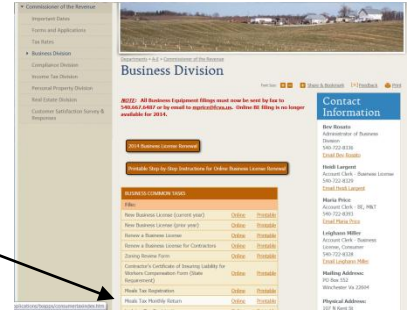
ELLEN E. MURPHY, COMMISSIONER OF THE REVENUE

107 North Kent Street, Winchester VA 22601 • PO Box 552, Winchester VA 22604-0552
 Business Division www.fcva.us/cor Phone: 540-722-8328
 Phone: 540.722.8335 www.fcva.us/biztax 540-722-8329
 Fax: 540.667.6487 biztax@fcva.us 540-722-8393

MEALS TAX FILING & PAYMENT INSTRUCTIONS (Filing must be made by owner or person authorized to sign on behalf of Business)

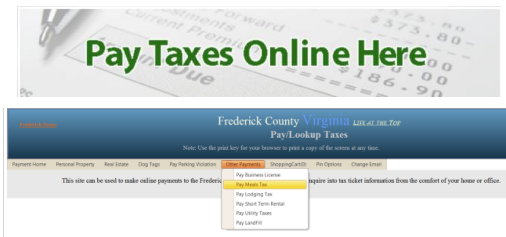
Online Filing

- Go to www.fcva.us/biztax
- Under **BUSINESS COMMON TASKS** select **“Meals Tax Monthly Return” – Online**
- “Accept” the terms and enter your *Email address*
- Select **“Meals”** as the *Consumer Tax Type* from the drop-down menu
- Select **“Account Number”** as the *Search Type*
- Enter your **“Last Name/Business Name”** (it may be necessary to only enter one word) and **“Account Number”**
- Enter your **“Gross Receipts”** and **“Allowable Deductions”** if any
- Click on the **“Calculate Tax”** button to compute the tax
- Click on **“Submit Tax Filing”** to submit
- Sign the *Declaration of Seller* by clicking the box
- Complete the *Online Filer* information
- You may select **“Pay Now Online”**
- Select **“Printer Friendly Page/Receipt”** to keep a copy for your records



Online Payment (later)

- Go to www.fredtax.com
- Click on the **“Pay Taxes Online Here”** banner at the top
- Select **“Other Payments”** and **“Pay Meals Tax”** from the menu
- Screen will prompt you step-by-step through payment process



Mail Filing

- Go to www.fcva.us/biztax
- Select, print, and complete **“Meal Tax Monthly Return” - Printable**
- Mail to: **COMMISSIONER OF THE REVENUE
 PO BOX 552
 WINCHESTER VA 22604-0552**