

ADMISSIONS TAX REPORT

CITY OF CHESAPEAKE, VIRGINIA

Return to: Ray A. Conner, Commissioner of the Revenue
PO Box 15285, Chesapeake, VA 23328-5285
(757) 382-6738 or 382-6739

ACCOUNT #:

For:

- 1. RECEIPTS SUBJECT TO TAX
- 2. TAX: 10% OF LINE 1
- 3. PENALTY
- 4. INTEREST
- 5. PRIOR BALANCE DUE
- 6. **TOTAL TAX DUE**

CERTIFIED SIGNATURE

DATE

(Applicant Name)

(Trade Name)

(Mailing Address)

(City, State, Zip)

RETURN DUE AND PAYABLE ON OR BEFORE 20TH DAY OF REPORTING MONTH
MAKE CHECKS PAYABLE TO CITY OF CHESAPEAKE (YOUR CHECK IS YOUR RECEIPT)

(Complete and return upper portion with payment)

RETAIN THE LOWER PORTION OF THIS WORKSHEET FOR YOUR RECORDS

- 1 GROSS ADMISSION RECEIPTS (TOTAL FOR REPORTING MONTH)
- 2 DEDUCT VIRGINIA STATE SALES TAX COLLECTED (5%)
- 3 DEDUCT CITY ADMISSION TAX COLLECTED (10%)
- 4 DEDUCT ANY EXEMPT SALES (CERTIFICATES ON FILE)
- 5 **RECEIPTS SUBJECT TO CITY ADMISSION TAX**
- 6 MULTIPLY LINE 5 BY .10 (10%) = Tax Amount Due

REMIT THIS AMOUNT

DATE _____ CHECK NUMBER _____
Make Checks Payable to **CITY OF CHESAPEAKE**

If remitting late payment after the 20th of the month deadline :

- 8 Multiply the tax amount due (line 6) by .05 (5%) = Penalty
- 9 Add line 7 to line 6 and remit Total Payment

If the upper portion of this 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.

If you have any questions please contact:
Commissioner of the Revenue's Office
PO Box 15285, Chesapeake, VA 23328-5285
(757) 382-6738 or 382-6739
Fax: (757) 382-8822
E-Mail: bustax@cityofchesapeake.net