



Commissioner of the Revenue  
Charlottesville, Virginia

For Office Use Only

**Meals Tax Registration Form**

Business Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

EIN: \_\_\_\_\_ SSN: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

Type of Ownership (Sole Proprietorship, Partnership, Corporation, LLC, Other): \_\_\_\_\_

Beginning Date of Business: \_\_\_\_\_

Name of Business Succeeding: \_\_\_\_\_

Individual responsible for day-to-day management of business:

\_\_\_\_\_  
Name & Title Contact Information

Individual who will be filing monthly (employee, accountant, third party payers):

\_\_\_\_\_  
Name & Title Contact Information

Business owner (officer / member / partner / sole proprietor) responsible for collection and payment of taxes:

\_\_\_\_\_  
Name & Title Contact Information

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Home Address

*I certify that the above information is true and correct to the best of my knowledge and understand the responsibility for the collection and remittance of meals tax.*

\_\_\_\_\_  
Signature of Business Owner Listed Above Date

**Please notify this office should there be any changes in the individuals listed on this form.**

Rev. 6/1/19

## **Meals Tax**

- Pursuant to Chapter 30, Article X of the Charlottesville City Code, every restaurant (as defined in City Code Sec. 30-282) offering prepared food and beverages (as defined in City Code Sec. 30-282) shall impose a 6% tax on the total amount paid for the meal.
- New businesses are to complete the *Meals Tax Registration* on the reverse of this page and send it to the Commissioner of Revenue's Office at:

**Charlottesville Commissioner of the Revenue**  
**PO Box 2964**  
**Charlottesville, VA 22902**

- The tax is remitted monthly with a *Meals Tax Return* form (found at [www.charlottesville.org/COR](http://www.charlottesville.org/COR)) on or before the 20th of the following month.
- For further information regarding Meals Tax, please call 434-970-3170