

Trustee Tax Statement

Food & Alcohol, Amusement & Admissions,
Movies, Lodging, Short Term Rentals

Tax ID No.:	
Due Date:	

OWNER: _____
 TRADE: _____
 ADDRESS: _____
 CITY: _____

 LOCATION: _____

Make check payable to Portsmouth City Treasurer
Remit to:
Paige D. Cherry, Portsmouth City Treasurer
801 Crawford Street
Portsmouth, VA 23704

	Account No.	Year	Period	Reporting Period	Credit -	Past Due Amount +
Gross	(X) Tax Rate	= Tax		+ Late Penalty @ .10	+ Interest @ .833	= Total Food Tax +
Gross	(X) Tax Rate	= Tax		+ Late Penalty @ .10	+ Interest @ .833	= Total Alcohol Tax +
					Partial Pay -	Pay This Amount =

Calculation of Penalty and Interest: (City Code 35-381,35-413,35-447)

> Immediately following the due date, there shall be added to such tax a penalty of 10% of the amount of tax, or \$10.00, whichever is greater.

> Interest is computed on tax and penalty at the rate of 10% per annum or .833 per month on the first day of each month following the due date.

Payment Sequence: The City Treasurer shall apply all payments to the most delinquent period/month due.

******RETURN MUST BE FILED EVEN IF NO SALES WERE MADE DURING THE MONTH******

Failure to file and/or to pay is a felony and will result in legal action. (City Code 35-416)

Legal action shall include court summons, bank liens, wage liens, rent liens, judgement, seizure warrants, arrest warrants, etc.

For your convenience the Churchland Branch of the Treasurer's Office at the new Churchland Library is now open.
 Hours are Monday through Friday, 9:00 a.m. until 6:00 p.m. A 24-Hour Depository is available at both the City Hall
 and the Churchland Offices.

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LOCATION: _____
 TRADE: _____
 OWNER: _____
 CITY: _____
 STATE: _____

 AUTHORIZED SIGNATURE DATE