



Tiffany M. Boyle  
 Commissioner of the Revenue  
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**CITY OF NEWPORT NEWS - ADMISSIONS TAX**

<b>ACCOUNT NUMBER</b>		TAXABLE GROSS RECEIPTS	\$ _____
LOCATION:		TAX RATE <b>10.0%</b>	\$ _____
		PENALTY	\$ _____
FOR THE MONTH OF:		INTEREST	\$ _____
		TOTAL DUE	\$ _____
PAYMENT DUE ON OR BEFORE:		PAYMENT	\$ _____
		BALANCE DUE	\$ _____
		COR ONLY (A.O.H.)	\$ _____

**I HEREBY CERTIFY THAT THE FIGURES SHOWN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

SIGNATURE OF OWNER/AUTHORIZED AGENT \_\_\_\_\_ PRINT NAME AND TITLE OF OWNER/AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_  
Note: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter (Code of VA § 58.1-11)

If the information is incorrect, the business closed, or an entity change has taken place, check the box and complete the reverse side

**DO NOT DETACH ----- RETURN BOTH COPIES TO THE COMMISSIONER OF THE REVENUE**  
 Commissioner of the Revenue Copy

**ADMISSIONS TAX**

<b>ACCOUNT NUMBER</b>	
BUSINESS NAME:	
LOCATION:	
FOR THE MONTH OF:	
PAYMENT DUE ON OR BEFORE:	
TAXABLE GROSS RECEIPTS	\$ _____
TAX RATE <b>10.0%</b>	\$ _____
PENALTY	\$ _____
INTEREST	\$ _____
TOTAL DUE	\$ _____
PAYMENT	\$ _____
BALANCE DUE	\$ _____
COR ONLY (A.O.H.)	\$ _____

**PAYMENT MUST BE MADE IN FULL**  
**MADE PAYABLE TO: TREASURER, CITY OF NEWPORT NEWS**

Treasurer Copy

**COMMISSIONER OF THE REVENUE  
BUSINESS RELATED TAXES DEPARTMENT (757) 926-8644**

For assistance in computing a tax liability, closing an account, or any other account information, please contact one of our two office locations by visiting, calling, or emailing. In addition, you may visit the Commissioner's website for general information and blank forms. Contact information is located on the front of this form.

**NAME, ADDRESS, AND SIMILAR CHANGES**

New Business Location: \_\_\_\_\_  
(If the business location moved from Newport News to **outside** of the city complete the Closures/Entity Changes section below.)

Date business moved to the new location: \_\_\_\_\_

New business phone: ( \_\_\_\_\_ ) \_\_\_\_\_

New mailing address: \_\_\_\_\_

New main office name, address, & phone: \_\_\_\_\_

New address & phone for current owner/officer: \_\_\_\_\_  
**(Do not enter new owner/officer. If your business has a new owner/officer you MUST contact our office.)**

**CLOSURES / ENTITY CHANGES**

Newport News Code of Ordinances Chapter 40 provides the duty of the collector going out of business as follows. Whenever any person required to collect and pay this tax to the city quits, closes, or otherwise disposes of the business, **the tax shall become immediately due and payable and such person shall immediately make a report and pay the tax due.**

Date Business Closed / Entity Changed: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Final Tax Period of Operation (Month/Year) \_\_\_\_\_ / \_\_\_\_\_ Gross Receipts \$ \_\_\_\_\_

Calculate Final Liability Tax \$ \_\_\_\_\_ Penalty \$ \_\_\_\_\_ Interest \$ \_\_\_\_\_  
(less discount if applicable) (if applicable) (if applicable)

Amount of Payment Enclosed for the Final Tax Liability \$ \_\_\_\_\_

**SIGNATURE - Please sign if any of the above sections have been completed.**

I declare that the above statements and figures herein given are true, full and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner / Authorized Agent      Print Name & Title of Owner / Authorized Agent      Date  
NOTE: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter. (Code of VA §58.1-11)

Office Use Only: PENDING: \_\_\_\_\_ PROCESSED: \_\_\_\_\_ VERIFIED: \_\_\_\_\_ BUSINESS LICENSE: \_\_\_\_\_ BPP/M&T: \_\_\_\_\_

## Important Reminder

**Be advised the date of the postmark shall be deemed to be the date the payment is made. We only accept USPS postmark dates, not privately owned postage meters. Payments with a USPS postmark date after the due date of the 20th of the month are considered late. When the 20th of the month falls on a weekend or a holiday, the due date will be the following business day. Please ensure payments are received timely by mailing and obtaining a USPS postmark on or before the due date. Failure to pay timely will result in penalties and interest which accrue until satisfied.**