

Department of Finance  
Business Section  
P O BOX 90775  
Henrico VA 23273-0775

**County of Henrico, Virginia**  
**Food and Beverage Tax**  
**Notification by Businesses Not Required to Collect**



ACCOUNT NUMBER

Separate Form Required for Each Location

Owner's Name \_\_\_\_\_ Trade Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Physical Location \_\_\_\_\_

Mark any that apply:

- sell no food or beverage items at all
- sell only beverages, no food
- sell only desserts, ice cream or other snack foods
- sell only grocery items or food in bulk
- sell only some combination of beverages, snack foods or grocery items
- bakery with no seating
- convenience or grocery store that does not serve prepared foods from a delicatessen (made to order) counter
- hospital or nursing home providing food only to patients or residents
- industrial cafeteria selling only to employees (*not applicable to government or office cafeterias*)
- school, college or university selling only to students and employees
- volunteer fire department or rescue squad; nonprofit church or other religious body; educational, charitable, fraternal, or benevolent organization, selling on an occasional basis, not exceeding three times per calendar year as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes

If this information changes, you are required to provide accurate updated information to the County of Henrico Department of Finance.

**For Assistance Please Call (804) 501-4310 or (804) 501-5733**