

To file your meals tax, click on your account listed under **BUSINESS LICENSE ACCOUNTS**. If there is no account listed, please email us at clerksoffice@culpeperva.gov to have your business linked to your account.

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Welcome to Citizen Self Service

Announcements

Welcome to the Town of Culpeper Self Service Portal!

Select **Real Estate** from the left menu to access Real Estate Tax bills.

Select **Business Licenses** from the left menu to access and submit Meals Tax related information.

Profile Information

Profile information not found.

Business License Accounts

TOWN OF CULPEPER (1215)

Select **Enter Filing** to submit your monthly filing.

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Business License Accounts

TOWN OF CULPEPER (1215)

Cycle/Month/Year	Category	Type	Enter Filing Bill
TAX_1_2024	MEAL		View Bill
TAX_2_2024	MEAL		View Bill

On the next screen, select **Enter Filing** next to the month you're submitting for. In most cases there will only be one option.

Business License Filing - Date Selection

Account ID: 1215

DBA Name: TOWN OF CULPEPER

Category: MEALS TAX

Renewal Cycle: MEALS/LODGE/ADM TAX

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Late After	Total	Balance	Filing
2024	3	LATE	4/22/2024	0.00	0.00	Enter Filing
2024	2	LATE	3/20/2024	0.00	0.00	Enter Filing
2024	1	FILED	2/20/2024	691.25	691.25	
2023	12	LATE	1/22/2024	0.00	0.00	Enter Filing

You'll provide your gross receipt amount and any exemptions on the next screen. Once you've entered this information, select **Continue**.

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Account ID 1215

DBA Name TOWN OF CULPEPER

Category MEALS TAX

Renewal Cycle MEALS/LODGE/ADM TAX

Month 2

Year 2024

MEALS TAX (MEAL)

Gross Receipts \$

Deductions

Code	Description	Amount	
EXE	<input type="text" value="TAX EXEMPT SALES"/>	<input type="text" value="0.00"/>	Delete

[Add another line](#)

The amount due is calculated on the next page. If the information is correct, please select **Submit Filing**. If you need to edit the information, please select **Revise this filing**.

Filing Amounts

Review

Please review that the information is correct before submitting.

[Revise this filing](#)

Account ID	1215
DBA Name	TOWN OF CULPEPER
Category	MEALS TAX
Renewal Cycle	MEALS/LODGE/ADM TAX
Month	2
Year	2024

MEALS TAX MEAL Actual

Gross Receipts		42982.42
EXE TAX EXEMPT SALES	0.00	
Deductions		0.00
Taxable Sales		42982.42
Calculated Amount		2578.95
Interest		25.44
Net Due		2604.39

Summary

Calculated Amount due on this filing:	2578.95
Discounts on this filing:	0.00
Interest on this filing:	25.44
Penalty on this filing:	0.00
Total due:	2604.39

**The amount due shown does not include any potential interest that may be added for late filings.

Cancel

Submit Filing

The next page is the Confirmation page. If you filed any exemptions, you'll provide your list by clicking on **Attach a document to your new Filing**. If you need to submit for another month, please select **Submit another renewal**. You'll need your Account ID from the confirmation page if you're submitting for the same business. If you're submitting for a different business and don't know your Account ID, please select **Accounts** on the left side of the screen.

Business License Filing Amounts

Confirmation

Thank you. Your information has been successfully submitted.

You can now...

- [Attach a document to your new Filing](#)
- [Submit another renewal](#)

Account ID	1215
DBA Name	TOWN OF CULPEPER
Category	MEALS TAX
Renewal Cycle	MEALS/LODGE/ADM TAX
Month	2
Year	2024

MEALS TAX MEAL Actual

Gross Receipts		42982.42
EXE TAX EXEMPT SALES	0.00	
Deductions		0.00
Taxable Sales		42982.42
Calculated Amount		2578.95
Interest		25.44
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Calculated Amount due on this filing:		2578.95
Discounts on this filing:		0.00
Interest on this filing:		25.44
Penalty on this filing:		0.00
Total due:		2604.39

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To pay online, click on **Citizen Self Service** on the top left of the screen.



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Filing Amounts

Confirmation

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- [Submit another renewal](#)

Account ID	1215
DBA Name	TOWN OF CULPEPER
Category	MEALS TAX
Renewal Cycle	MEALS/LODGE/ADM TAX
Month	12
Year	2023

MEALS TAX MEAL Actual

Gross Receipts
EXE TAX EXEMPT SALES
Deductions
Taxable Sales
Calculated Amount
Interest

Next you'll need to find your bill number. Under the list of Business License Accounts, click your business name. It may take a moment to open.



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- TOWN OF CULPEPER (1215)

Next, click on **View Bill** for the month you are paying.

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TOWN OF CULPEPER (1215)

Cycle/Month/Year	Category	Type	Enter Filing Bill
TAX, 1 2024	MEAL		View Bill
TAX, 2 2024	MEAL		View Bill
TAX, 3 2024	MEAL		View Bill
TAX, 12 2023	MEAL		View Bill

Your bill number can be found on the next screen. **You'll need this number and the payment amount to make your payment.**

Business License

Bill Detail

[View Bill](#)

Bill Year	2024
Bill Number	17796
Owner Name	TOWN OF CULPEPER

[View payments/adjustments](#)

Charge Code	Description	Receipts/Qty	Amount
MEAL	MEALS TAX	12,345.00	\$740.70
SUBTOTAL		12,345.00	\$740.70
Current Interest Due			\$1.42
Payments/Adjustments			\$0.00
Total Unpaid Balance			\$742.12
TOTAL DUE			\$742.12

Now you'll click on Citizen Self Service on the top left of your screen again.



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All Bills

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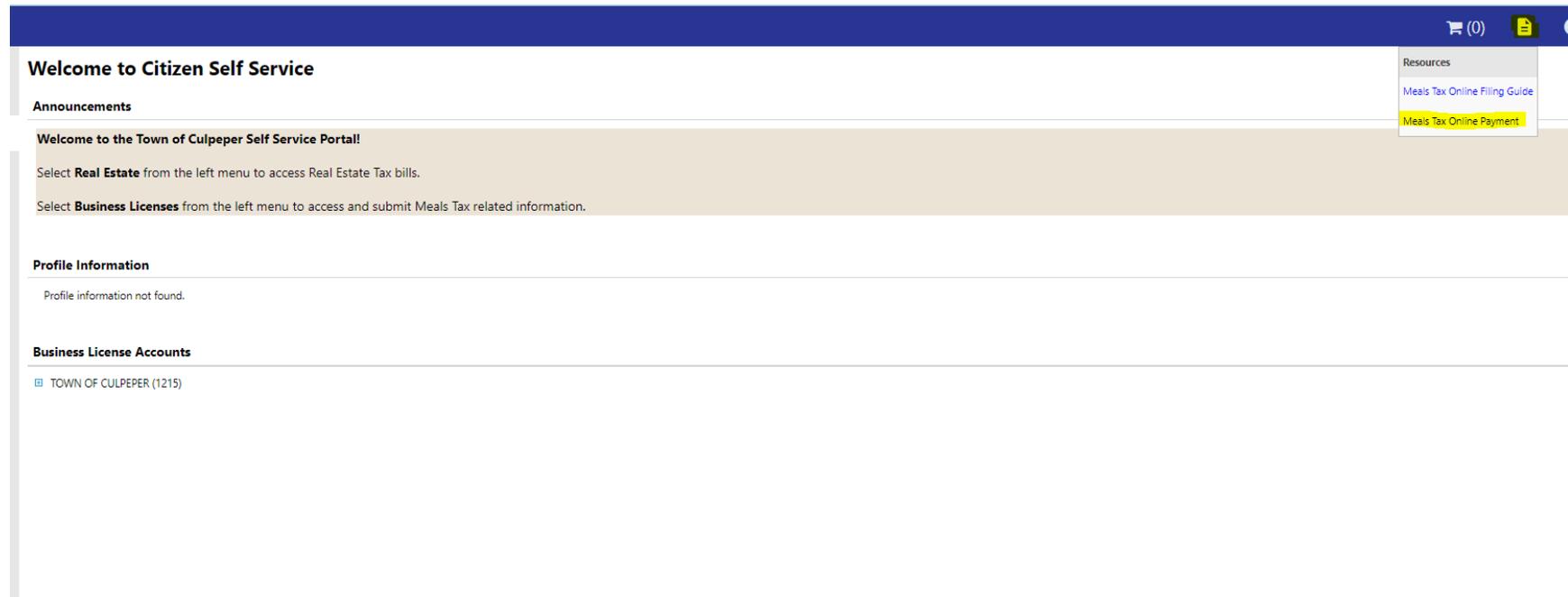
Bill Detail

[View Bill](#)

Bill Year	2024
Bill Number	17796
Owner Name	TOWN OF CULPEPER

Charge Code	Description
MEAL	MEALS TAX
SUBTOTAL	
Current Interest Due	
Payments/Adjustments	
Total Unpaid Balance	
TOTAL DUE	

Click on the Center Icon at the top right side of the screen and then select **Meals Tax Online Payment**.



This will take you to the online payment portal. The direct link is <https://ipn.paymentus.com/rotp/tcp>.

On this page, select **Business License/Meals Tax/Lodging Tax** as the Payment Type.

The Bill Name is your **Business Name**.

The Bill Number is the **Bill Number you previously found**.

The Bill Type is **Meals Tax**.

Provide your email address so you'll get a receipt.

Select **Continue**.

Complete the next screen with your payment information. Please be aware that if you pay with a credit or debit card, there is an additional processing fee. There is no fee to pay with an eCheck.

Once you've made your payment, a receipt will be emailed. It may take a few minutes before you receive it.

If you have any questions, please contact our office at 540-829-8240 or clerksoffice@culpeperva.gov.