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

	Welcome to Citizen Self Service
Home	Announcements
Citizen Self Service	Welcome to the Town of Culpeper Self Service Portal!
Business License	Select Real Estate from the left menu to access Real Estate Tax bills.
General Billing	Select Business Licenses from the left menu to access and submit Meals Tax related information.
Non-Emergency Requests	
Permits and Inspections	Profile Information
Personal Property	Profile information not found.
Real Estate	
Utility Billing	Business License Accounts
, ,	TOWN OF CULPEPER (1215)

Select Enter Filing to submit your monthly filing.

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)					
			Enter Filing		
Cycle/Month/Year	Category	Туре	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.

Home	Business License Filing - Date Selection	1					
Citizen Colf Convice	Account ID	1215					
Citizen service	DBA Name	TOWN OF CULPEPER					
Business License	Category	MEALS TAX					
Account Details	Renewal Cycle	MEALS/LODGE/ADM TAX					
Owner Information	To continue, please select a	a period that has not been filed or is	late from the list below				
Filing	Year	Month	Status	Late After	Total	Balance	Filing
, mig	2024	3	LATE	4/22/2024	0.00	0.00	Enter Filing
Contact Us	2024	2	LATE	3/20/2024	0.00	0.00	Enter Filing
General Billing	2024	1	FILED	2/20/2024	691.25	691.25	
Non-Emergency Requests	2023	12	LATE	1/22/2024	0.00	0.00	Enter Filing
Permits and Inspections							

Personal Property

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

Home	Busines	s License ^{ounts}						
Citizen Self Service	Account ID	1215						
Citizen sen service	DBA Name	TOWN C	F CULPEPER					
Business License	Category	MEALS T	AX					
Account Details	Renewal Cycle	e MEALS/I	ODGE/ADM TAX					
/ lecount Details	Month	2						
Owner Information	Year	2024						
Filing	MEALS TAX (I	MEAL)						
Contact Us	Gross Receipt	s S						
General Billing	Deductions						_	
Non-Emergency Requests	Code	Description			Amount			
Permits and Inspections	EXE	TAX EXEMPT SALES		0.00		<u>Delete</u>		
Personal Property	Add another li	ne						
Real Estate							Cancel	Continue
Utility Billing								

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 th	e information is correct before submitting.					
			Revise this fili			
Account ID	1215					
DBA Name	TOWN OF CULPEPER					
Category	MEALS TAX					
Renewal Cycle	MEALS/LODGE/ADM TAX					
Month	2					
Year	2024					
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	e on this filing:		2578.95			
Discounts on this filing	د 		0.00			
Interest on this filing:			25.44			
Penalty on this filing:			0.00			

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.

Confirmation has been successfully submitted Value information has been successfully submitted <td col<="" th=""><th>Business Lice</th><th>ense</th><th></th><th></th></td>	<th>Business Lice</th> <th>ense</th> <th></th> <th></th>	Business Lice	ense		
Tank you: Information has been successfully submitted. You can now • Attach & dooument to your new Elling • Submit another renewall 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 24 Gross Receipts 0.00 Dedictions 429 Catelote Amount 0.00 Dedictions 0.00 Table Soles 0.00 Cateloted Amount 0.00 Cateloted Amount 0.00 Cateloted Amount due on this filing: 0.00 Dedictions 0.00 Interest 0.00 Cateloted Amount due on this filing; 0.00 Catated Amount due on this filing; 0.00 </th <th>Confirmation</th> <th></th> <th></th> <th></th>	Confirmation				
You can now - Attach a document to your new Filing - Submit another renewal - Submit another renewal Account D 1215 DBA Name TOWN OF CULPEPER Category MEALS TAX Renewal Cycle MEALS TAX Renewal Cycle MEALS JLODGE/ADM TAX Month 2 Yoar 2024 MEALS TAX MEAL Actual	Thank you. Your inform	ation has been successfully submitted.			
• Attach a document to your new Filing • Submit another reneval Account ID 1215 DBA Name TOWN OF CULPEER Category MEALS TAX Reneval Cycle MEALSODGE/ADM TAX Month 2 Vear 2024 MEALS TAX KEAL Actual 4294 DEG ross Receipts 000 Deductions 4294 Tasable Sales 4294 Catabated Amount 255 Interest 4295 Summary 26 Discounts on this filing: 257 Discounts on this filing: 257 <th>You can now</th> <th></th> <th></th> <th></th>	You can now				
Account ID 1215 BA Name TOWN OF CULPEPER Category MEALS TAX Renewal Cycle MEALS/LODGE/ADM TAX Month 2 Ver 024 Category MEALS TAX MEAL Actual Gross Receipts 0.00 Defactions 2 Star TAX EXEMPT SALES 0.00 Deductions 2 Star Tax Deface Amount 257 Interest 268 Summary 268 Summary 268 Catculated Amount due on ths filling: Catculated Amount due on ths filli	<u>Attach a docume</u>	nt to your new Filing			
Account ID 1215 DBA Name TOWN OF CULPEPER Category MEALS TAX Renewal Cycle MEALS/LODGE/ADM TAX Month 2 Year 2024 MEALS TAX MEALS/LODGE/ADM TAX Month 2 Year 2024 MEALS TAX MEAL Actual 4296 Oros Receipts 000 EXE TAX EXEMPT SALES 000 Deductions 4296 Calculated Amount 257 Interest 266 Summary 266 Calculated Amount due on this filing: 257 Discounts on this filing: 257 Penalty on this filing: 257 Penalty on this filing: 257	Submit another n	enewal			
DBA Name TOWN OF CULPEPER Category MEALS TAX Reneval Cycle MEALS/LODGE/ADM TAX Month 2 Var 0024 MEALS TAX MEAL Actual Constrained MEALS TAX MEAL Actual 0.00 DEAutions 0.00 Deductions 0.00 Catable Sales 0.00 Catable Amount 0.00 Net Due 0.00 Summary 0.00 Summary 0.00 Summary 0.00 Default on this filing: 0.00 Default on this filing: 0.00 Summary 0.00 Summary 0.00 Due 0.00 Summary 0.00 Due 0.00 Summary 0.00 Due 0.00 Summary 0.00 Catable Sales 0.00 Summary 0.00 Due 0.00 0.00 Due 0.00 0.0	Account ID	1215			
Category MEALS TAX Renewal Cycle MEALS/LODGE/ADM TAX Month 2 Year 2024 MEALS TAX MEAL Actual Consort Gross Receipts 0.00 EXE TAX EXEMPT SALES 0.00 Deductions 4290 Catuated Amount 4290 Summary 4290 Catuated Amount due on this filing: 2021 Dealey	DBA Name	TOWN OF CULPEPER			
Renewal Cycle MEALS/LDDGE/ADM TAX Month 2 Year 2024 MEALS TAX MEAL Actual 4290 Gross Receipts 4290 EXE TAX EXEMPT SALES 0.00 Deductions 4290 Taxable Sales 0.00 Calculated Amount 4290 Interest 320 Summary 3200 Calculated Amount due on this filing: 2500 Discours on this filing: 3200 Penalty on this filing: 3200	Category	MEALS TAX			
Month 2 Year 2024 MEALS TAX. MEAL Actual 4290 Gross Receipts 4290 EXE TAX. EXEMPT SALES 0.00 Deductions 4290 TaxaBes 0.00 Calculated Amount 4290 Interest	Renewal Cycle	MEALS/LODGE/ADM TAX			
Year 2024 MEALS TAX MEAL Actual Gross Receipts Gross Receipts 0.00 EXE TAX EXEMPT SALES 0.00 Deductions Taxable Sales Calculated Amount Interest Net Due Calculated Amount due on this filing: Calculated Amount due on this filing: Calculated Amount filing:	Month	2			
MEAL Actual Gross Receipts 4290 Gross Receipts 0.00 200 EXE TAX EXEMPT SALES 0.00 200 Deductions 4290 200 Taxable Sales 4290 200 Calculated Amount 4290 200 Interest 00 200 Summary 200 200 Calculated Amount due on this filing: 200 200 Due 200 200 Summary 200 200 Interest on this filing: 200 200 Discounts on this filing: 200 200	Year	2024			
Gross Receipts 4294 EXE TAX EXEMPT SALES 0.00 Deductions 4294 Taxable Sales 4294 Calculated Amount 4294 Interest 4294 Net Due 255 Summary 260 Discounts on this filing: 257	MEALS TAX MEAL Act	ual			
EXE TAX EXEMPT SALES 0.00 Deductions 1 Taxable Sales 4294 Calculated Amount 255 Interest 266 Summary 266 Calculated Amount due on this filing: 257 Discounts on this filing: 257	Gross Receipts			42982.42	
Deductions 4294 Taxable Sales 4294 Calculated Amount 255 Interest 260 Net Due 260 Summary 260 Calculated Amount due on this filing: 257 Discounts on this filing:	EXE TAX EXEMPT SALES		0.00		
Taxable Sales 4298 Calculated Amount 257 Interest 260 Net Due 260 Summary 260 Calculated Amount due on this filing: 257 Discounts on this filing: 257	Deductions			0.00	
Calculated Amount255Interest260Net Due260Summary257Calculated Amount due on this filing:257Discounts on this filing:257Discounts on this filing:257Interest on this filing:257Penalty on this filing:257Total due:260	Taxable Sales			42982.42	
Interest 260 Net Due 260 Summary 257 Calculated Amount due on this filing: 257 Discounts on this filing: 257	Calculated Amount			2578.95	
Net Due 260 Summary 257 Calculated Amount due on this filing: 257 Discounts on this filing: 257 Discounts on this filing: 257 Interest on this filing: 257 Penalty on this filing: 250 Total due: 260	Interest			25.44	
Summary 257 Calculated Amount due on this filing: 257 Discounts on this filing: 257 Interest on this filing: 2 Penalty on this filing: 2 Total due: 260	Net Due			2604.39	
Calculated Amount due on this filing: 257 Discounts on this filing: Interest on this filing: 2 Penalty on this filing: Total due: 260	Summary				
Discounts on this filing: Interest on this filing: Penalty on this filing: Total due: 260	Calculated Amount due	e on this filina:		2578.95	
Interest on this filing: 2 Penalty on this filing: 2 Total due: 260	Discounts on this filing			0.00	
Penalty on this filing:	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.

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

Home Citizen Self Service	Business License Filing Amounts Confirmation	
B	Thank you. Your information has	been successfully submitted.
Business License	You can now	
Account Details	<u>Attach a document to your</u>	r new Filing
Owner Information	Submit another renewal	
Filing	Account ID	1215
Contact Us	DBA Name	TOWN OF CULPEPER
contact ob	Category	MEALS TAX
General Billing	Renewal Cycle	MEALS/LODGE/ADM TAX
Non-Emergency Requests	Month	12
	Year	2023
Permits and Inspections	MEALS TAX MEAL Actual	
Personal Property	Gross Receipts	
Real Estate	EXE TAX EXEMPT SALES	
Utility Billing	Deductions	
o unty oning	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.

<u></u>	
	Welcome to Citizen Self Service
Home	Announcements
Citizen Self Service	Welcome to the Town of Culpeper Self Service Portal!
Business License	Select Real Estate from the left menu to access Real Estate Tax bills.
General Billing	Select Business Licenses from the left menu to access and submit Meals Tax related information.
Non-Emergency Requests	
Permits and Inspections	Profile Information
Personal Property	Profile information not found.
Real Estate	Business License Accounts
Utility Billing	TOWN OF CULPEPER (1215)

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

				(0)		θ
	Welcome to Citizen Self Service					
Home	Announcements					
Citizen Self Service	Welcome to the Town of Culpeper Self Service Portal!					c
Business License	Select Real Estate from the left menu to access Real Estate Tax bills.					
General Billing	Select Business Licenses from the left menu to access and submit Meals Tax related information.					
Non-Emergency Requests						
Permits and Inspections	Profile Information					
Personal Property	Profile information not found.					
Real Estate	Business License Accounts					
Utility Billing	E TOWN OF CULPEPER (1215)					
					Ente	er Filing
	Cycle/Month/Year	Category	Туре		Bill	
	TAX, 1 2024	MEAL			View	<u>/ Bill</u>
	TAX, 2 2024	MEAL			View	<u>/ Bill</u>
	TAX, 3 2024	MEAL			View	(Bill
	TAX, 12 2023	MEAL			View	<u>r Bill</u>
						_

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

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

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

Home	Business License Bill Detail View Bill		
Citizen Self Service	Bill Year		2024
Business License	Bill Number		17796
View Bill	Owner Name		TOWN OF CULPEPER
All Bills	Charge Code	Description	
License Details	MEAL	MEALS TAX	
Contact Us	SUBTOTAL		
General Billing	Current Interest Due		
	Payments/Adjustments		
Non-Emergency Requests	Total Unpaid Balance		
Permits and Inspections	TOTAL DUE		
Personal Property			
Real Estate			
Utility Billing			

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

	(0) 🛒		e
Welcome to Citizen Self Service	Resources		
Announcements	Meals Tax Online Fili	ing Guide	
Welcome to the Town of Culpeper Self Service Portal!	Meals Tax Online Pay	yment	
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)			

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

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

The <u>Bill Name</u> is your **Business Name**.

The <u>Bill Number</u> is the **Bill Number you previously found**.

The <u>Bill Type</u> 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 <u>clerksoffice@culpeperva.gov</u>.