

Vendor Notice

Caroline County Commissioner of Revenue



Attention All Vendors Selling Products in Caroline County

Do you have a Virginia State Sales Tax number?

If **YES**,

File Form **ST-9B** with your ST-9 to report your gross receipts to the correct locality.

Do not report all gross receipts to your home locality.

Caroline County's Locality Tax = 1% of sales tax collected.

It is your responsibility to ensure the locality tax is credited to the correct locality. The ST-9B also assists you in keeping accurate records of gross receipts and sales tax collected when conducting business in multiple localities within Virginia.

Enter Locality Code 51033 when reporting your gross receipts to the VA Department of Taxation.

You may find a complete list of locality codes at www.tax.virginia.gov in the ST9 package.

This is **required** of all local businesses and vendors, vendors coming in from out of the area, and online vendors doing business in Caroline County. VA Retail sales tax collected is 5.3% (4.3% statewide and 1% local tax).

Form ST-9B Virginia Schedule of Local Sales and Use Taxes

ABC Burgers 19 2022 48789
123 Ketchup Lane
My City, VA 22222

Due Date (date of gross receipts (quarter and year))
October 2022
Due Date (date of gross receipts (month and year))
November 20, 2022

A	B	C	D	E	F	G
Locality Name	Code	Number of Locations in Locality	Gross Sales	Personal Use	General State Sales of Fuel for Domestic Consumption (if excluded \$)	Local Taxable Sales (A+C+D-E-F)
Caroline	51033	1	10,000.00	0.00	0.00	10,000.00
King William	51101	1	8,000.00	0.00	0.00	8,000.00
King George	51099	1	5,000.00	0.00	0.00	5,000.00
Page 1 Subtotal						23,000.00
Subtotal From Other Pages, If Applicable						0.00
Grand Total						23,000.00

Be sure to enter the Locality Name & Locality Code. This will guarantee your gross sales are reported correctly.

All ST-9 / ST-9B filers are required to file electronically unless a request for a temporary waiver is approved by VA Dept. of Taxation. More info: www.tax.virginia.gov or call 804-367-8037

Commonwealth of Virginia
Department of Taxation

TEMPORARY SALES TAX CERTIFICATE/RETURN -- ST-50

THIS FORM APPLIES TO ALL VENDORS AND MUST BE COMPLETED EVEN IF NO TAX IS DUE

The Virginia Sales and Use Tax Act requires the collection of 5.3% tax on all retail sales made in the Commonwealth of Virginia except those exempt by law. (§58.1-603, 604)

You are required to provide us with your name and registration number if you are permanently registered in Virginia. Virginia registration number is _____. If you are permanently registered in a locality other than the one where the show was held, you must file and pay tax collected at the show using this form. Returns are due and payable on or before the 20th of the month following the show/event. If you attend 3 or more shows a year you must have a Virginia sales tax number. Please call 804-367-8037 to obtain a registration form or see our web site at www.tax.virginia.gov.

Please make checks payable to the Virginia Department of Taxation. **Do Not Send Cash.**

MAILING INFORMATION

Send completed form and payment to:
Virginia Department of Taxation
C/O Robin Norvell
PO Box 29027
Richmond, VA 23291-6927

If you have questions or need more information, contact Robin Norvell @ (804) 434-4450.

SHOW - EVENT INFORMATION

SHOW NAME: _____ DATE OF SHOW: _____
SHOW LOCATION: _____ CITY: Caroline County 51033

VENDOR INFORMATION

VENDOR NAME: _____ TRADING AS: _____
SOCIAL SECURITY#: _____ TELEPHONE: _____
ADDRESS: _____
TAXABLE SALES: _____ x .053 = _____
AMOUNT OF SALES TAX DUE _____

THANK YOU FOR YOUR COOPERATION

ST-50 Forms are included in your vendor package per event. If you do not get this form, please contact our office or your event promoter.

If **NO**,

File Form **ST-50**.

Out of state vendors coming into Caroline County

or

Local vendors who do NOT have a VA state sales tax number MUST file the ST-50 in order to report your gross receipts while selling your products in Caroline County.

Caroline County Commissioner of Revenue

Any questions, please call 804-633-8042

804-633-9834

212 N. Main St., Bowling Green, VA 22427



Commonwealth of Virginia
Department of Taxation

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MAILING INFORMATION

Send completed form and payment to:

Virginia Department of Taxation
C/O Robin Norvell
PO Box 26627
Richmond, VA 23261-6627

If you have questions or need more information, contact Robin Norvell @ (804) 404-4459.

SHOW – EVENT INFORMATION

SHOW NAME: _____ DATE OF SHOW: _____
SHOW LOCATION: _____ CITY: **Caroline County 51033**

VENDOR INFORMATION

VENDOR NAME: _____ TRADING AS: _____
SOCIAL SECURITY#: _____ TELEPHONE: _____
ADDRESS: _____
TAXABLE SALES: _____ x .053 = _____
AMOUNT OF SALES TAX DUE = _____

THANK YOU FOR YOUR COOPERATION