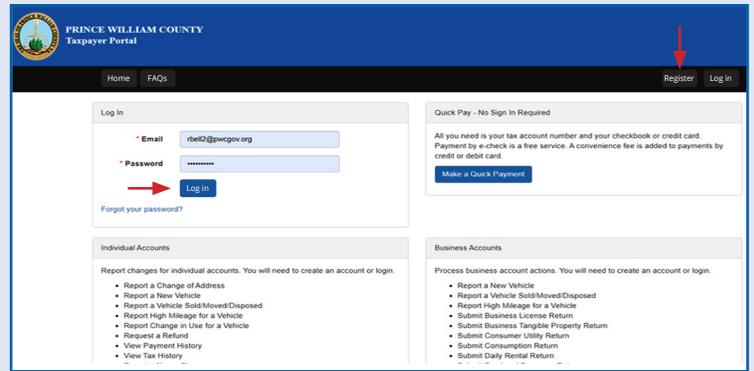


Food & Beverage Tax Filing and Payment Instructions

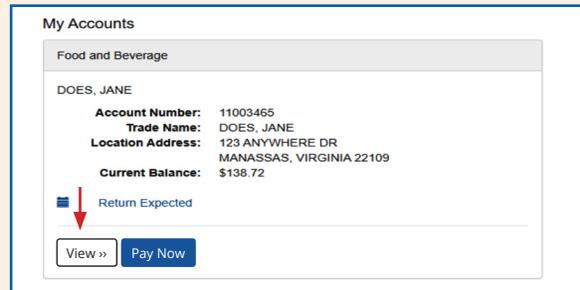
1 Registered Taxpayer Portal Accounts

- Log in to your portal account at tax.pwcgov.org.
- If you do not have a portal account, you will need to register for one.



2 Summary of Accounts

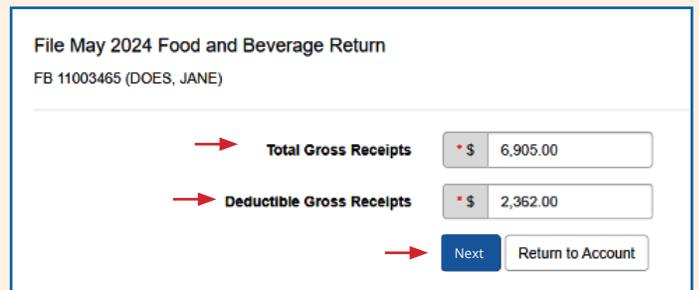
- After logging on, click **View** on **Food and Beverage Tax**.



- Click on **File Now**.

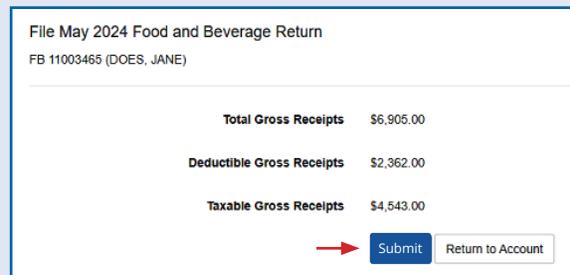


- Enter **Total Gross Receipts** and **Deductible Gross Receipts**. Once the information is added, click **Next** to proceed.



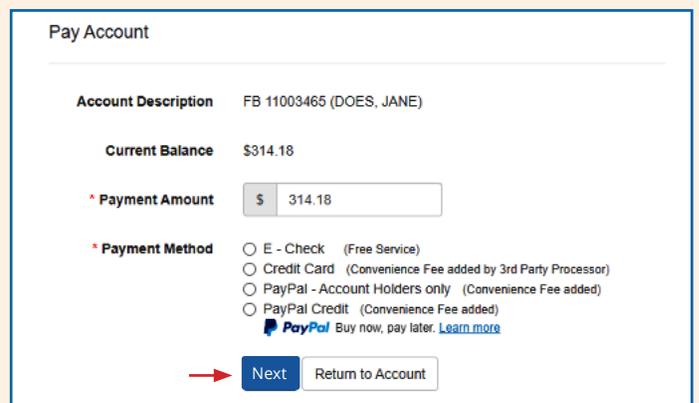
3 Review for Accuracy

- This provides the amount of **Taxable Gross Receipts** for the month. If the information is correct, click **Submit** to go to the **Pay Account** screen.



4 Amount Due and Payment

- Choose the payment method you wish to use and click **Next**. Please follow the instructions to complete your transaction. Once payment has been submitted, you will receive confirmation of it.



If you have questions or need assistance, contact Tax Payer Services at taxpayerservices@pwcgov.org or 703-792-6710.