NORTHERN VIRGINIA CIGARETTE TAX BOARD

Collecting and enforcing cigarette taxes for Northern Virginia – Counties of Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, Manassas Park, and the towns of Clifton, Dumfries, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Purcellville, Remington, Round Hill, Vienna, and Warrenton.

IMPORTANT NOTICE

The Town of Clifton will be increasing the local cigarette tax rate from $0.30 to $0.40 effective July 1, 2024.

Code of Virginia §58.1-3830.D requires that you complete a report listing the count of your unsold inventory as of the end of the day Sunday, June 30, 2024.

The form on the other side of this letter must be submitted to our office by **December 31, 2024**, and payment must be submitted by **June 30, 2025**. If the report is not received by December 31, 2024, the NVCTB will process a statutory assessment of the tax required and issue a notice of such assessment with a demand for immediate payment of the tax including penalties and interest.

Mail completed form & payment to:

> Northern Virginia Cigarette Tax Board
> 14150 Newbrook Drive, Suite 210
> Chantilly, VA 20151

Or email form to info@nvctb.org. Make checks payable to: Northern Virginia Cigarette Tax Board.

NORTHERN VIRGINIA CIGARETTE TAX BOARD
14150 Newbrook Drive
Suite 210
Chantilly, VA 20151
Phone: 703-802-0373
TTY: 711; Fax: 703-802-0375
www.nvctb.org

Retailer Name:

Address:

Phone Number   **Email Address:**

UNSOLD CIGARETTE INVENTORY ON HAND   AS OF COB: Sunday, June 30, 2024

CURRENT UNSOLD INVENTORY   **LIABILITY DUE TO TAX RATE INCREASE**

# of Cigarettes On Hand (A)

Current Tax Rate (B) $0.30   New Tax Rate (D) $0.40

TOTAL TAX PAID (C)   Multiply A and B   TOTAL TAX DUE (E)   Multiply A and D

TOTAL TAX AMOUNT DUE (F)

Subtract C from E

Please make check payable to: Northern Virginia Cigarette Tax Board

By signing below, I certify that the information provided in this document is true, accurate and complete. I understand that this completed form must be submitted to the NVCTB by December 31, 2024 and payment by June 30, 2025.

_____   _____
Signature of Preparer   Date

Name of Preparer: