

# Form ST-9 Virginia Retail Sales and Use Tax Return

For Periods Beginning On and After January 1, 2022

All Form ST-9 filers are required to file and pay electronically at [www.tax.virginia.gov](http://www.tax.virginia.gov).  
See ST-9A Worksheet for instructions.



Name		Account Number <b>10-</b>			
Address		Filing Period (Enter month or quarter and year)			
City, State, ZIP Code		Due Date (20th of month following end of period)			
RETAIL SALES AND USE TAX		A - SALES		B - AMOUNT DUE	
<b>1</b>	<b>Gross Sales and/or Rentals</b>	<b>1</b>			
<b>2</b>	<b>Personal Use</b>	<b>2</b>			
<b>3</b>	<b>Exempt State Sales and Other Deductions</b>	<b>3</b>			
<b>4</b>	<b>Total Taxable State Sales and Use.</b> Line 1 plus Line 2 minus Line 3.	<b>4</b>			
<b>5</b>	<b>State - Qualifying Food Sales and Use.</b> Enter taxable sales in Column A. Multiply Column A by the rate of 1.5% (.015) and enter the result in Column B.	<b>5</b>		x .015 =	
<b>5a</b>	<b>State - Essential Personal Hygiene Products Sales and Use.</b> Enter taxable sales in Column A. Multiply Column A by the rate of 1.5% (.015) and enter the result in Column B.	<b>5a</b>		x .015 =	
<b>6</b>	<b>State - General Sales and Use.</b> Enter taxable sales in Column A (Line 4 minus Lines 5 and 5a, Column A). Multiply Column A by the rate of 4.3% (.043) and enter the result in Column B.	<b>6</b>		x .043 =	
<b>7</b>	<b>State Tax.</b> Add Line 5, Column B, Line 5a, Column B and Line 6, Column B.			<b>7</b>	
<b>8</b>	<b>Dealer Discount.</b> See Form ST-9A Worksheet.			<b>8</b>	
<b>9</b>	<b>Net State Tax.</b> Line 7 minus Line 8.			<b>9</b>	
<b>10a</b>	<b>Northern Virginia Regional Transportation Sales Tax.</b> Enter total taxable sales for this region in Column A. Multiply Column A by the rate of 0.7% (.007) and enter result in Column B.	<b>10a</b>		x .007 =	
<b>10b</b>	<b>Hampton Roads Regional Transportation Sales Tax.</b> Enter total taxable sales for this region in Column A. Multiply Column A by the rate of 0.7% (.007) and enter result in Column B.	<b>10b</b>		x .007 =	
<b>10c</b>	<b>Central Virginia Regional Transportation Sales Tax.</b> Enter total taxable sales for this region in Column A. Multiply Column A by the rate of 0.7% (.007) and enter result in Column B.	<b>10c</b>		x .007 =	
<b>10d</b>	<b>Historic Triangle Regional Sales Tax.</b> Enter total taxable sales for this area in Column A. All taxable sales reported here in Column A should also be included in the taxable sales reported in Column A of Line 10b. Multiply Column A by the rate of 1.0% (.01) and enter result in Column B.	<b>10d</b>		x .01 =	
<b>11</b>	<b>Total State and Regional Tax.</b> Add Lines 9; 10a, Column B; 10b, Column B; 10c, Column B; and 10d, Column B.			<b>11</b>	
<b>12</b>	<b>Local Tax.</b> Enter local taxable sales in Column A. Multiply Column A by the rate of 1.0% (.01) and enter the result in Column B. See ST-9A Worksheet.	<b>12</b>		x .01 =	
<b>12a</b>	<b>Additional Local Option Tax.</b> Enter in Column A the sales sourced to localities from the ST-9A Worksheet, Line 12a. Multiply Column A by 1.0% (.01) and enter the result in Column B. See ST-9A Worksheet.	<b>12a</b>		x .01 =	
<b>13</b>	<b>Total State, Regional, Local, and Additional Local Option Tax.</b> Add Lines 11, 12 and 12a, Column B.			<b>13</b>	
<b>14</b>	<b>Prepaid Wireless Fee.</b> Enter number of items sold in Column A and fee due net of Dealer Discount in Column B. See ST-9A Worksheet.	<b>14</b>		<b>14</b>	
<b>15</b>	<b>Disposable Plastic Bag Tax.</b> Enter in column A the total number of disposable plastic bags sourced to localities from the ST-9A Worksheet. Multiply Column A by \$0.05. Enter total tax due in Column B. Deduct dealer discount, if applicable. See ST-9A Worksheet.	<b>15</b>		<b>15</b>	
<b>16</b>	<b>Total Taxes and Fees.</b> Add Lines 13, 14 and 15, Column B.			<b>16</b>	
<b>17</b>	<b>Penalty.</b> See ST-9A Worksheet.			<b>17</b>	
<b>18</b>	<b>Interest.</b> See ST-9A Worksheet.			<b>18</b>	
<b>19</b>	<b>Total Amount Due.</b> Add Lines 16, 17 and 18.			<b>19</b>	

**Declaration and Signature.** I declare that this return (including accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Signature

Date

Phone Number



## New Disposable Plastic Bag Tax Arlington and Fairfax Counties, Cities of Alexandria, Fredericksburg and Roanoke

Effective January 1, 2022, Arlington and Fairfax Counties and the cities of Alexandria, Fredericksburg and Roanoke have adopted a tax on disposable plastic bags provided to customers in grocery stores, convenience stores, and drugstores in the locality. The tax is \$0.05 cents per bag. All revenue must be used for the purposes of environmental cleanup, providing education programs designed to reduce environmental waste, mitigating pollution and litter, or providing reusable bags to recipients of Supplemental Nutrition Assistance Program (SNAP) or Women, Infants, and Children Program (WIC) benefits. More information is available on the website [www.tax.virginia.gov](http://www.tax.virginia.gov).

## Additional Local Option Tax Charlotte, Gloucester, Halifax, Henry, Northampton and Patrick Counties

There are several localities that have adopted an additional 1% local option sales and use tax. Changes were effective July 1, 2020 in Halifax County; April 1, 2021 in Henry County; and July 1, 2021 in Charlotte, Gloucester, Northampton and Patrick Counties. This tax is in addition to the one percent general local sales and use tax authorized under current law. The additional tax will not be levied on essential personal hygiene products or food purchased for human consumption that is taxed at a reduced rate. More information is available on the website [www.tax.virginia.gov](http://www.tax.virginia.gov).

## Retail Sales and Use Taxes on Room Rentals

Beginning September 1, 2021, the retail sales and use tax will be levied upon the total charge for room rentals, including any accommodations fees charged by accommodations intermediaries. When an accommodation provider contracts with an intermediary to facilitate a room rental transaction and the intermediary collects an amount from the customer that includes a charge for the intermediary's services in addition to the room rental charge, the intermediary is deemed the dealer for the transaction. The intermediary must separately state the taxes on the invoice, collect tax on the entire amount paid by the customer, and remit the tax as required.

If a hotel provides the accommodations, the intermediary is required to remit the sales tax collected on the accommodations fee to the Department of Taxation and the remainder of the sales tax collected to the hotel for the hotel to remit on its own. If the accommodations are not provided by a hotel, the intermediary must remit all of the sales tax collected on the transaction to the Department.

## Essential Personal Hygiene Products Tax

Effective January 1, 2020, certain personal hygiene products qualify for reduced sales and use tax rate of one and one-half percent. The one percent local sales and use tax rate is also applicable to these purchases. This results in a combined tax rate of two and one-half percent on essential personal hygiene products. Personal hygiene products subject to the reduced rate are exempt from the additional one percent sales and use tax in the Historic Triangle and the 0.7 percent tax in Northern Virginia, Central Virginia, and Hampton Roads.

Essential personal hygiene products are defined as: (i) nondurable incontinence products such as diapers, disposable undergarments, pads, and bed sheets and (ii) menstrual cups and pads, pantyliners, sanitary napkins, tampons, and other products used to absorb or contain menstrual flow. "Essential personal hygiene products" does not include any item that is otherwise exempt. More information is available on the website [www.tax.virginia.gov](http://www.tax.virginia.gov).

**See additional instructions on the back of this page.**

### Form ST-9V Virginia Retail Sales and Use Tax Payment Voucher (Doc ID 139) Department Of Taxation, P.O. Box 26627, Richmond, VA 23261-6627

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Filing Period (Enter month or quarter and year)	Due Date (20th of month following end of period)
Account Number <b>10-</b>	
Name	
Address	
City, State, ZIP Code	

If paying by check, enter the total amount due from Form ST-9 on the Voucher, Form ST-9V, and enclose this voucher and your check with your return. Make your check payable to the Department of Taxation.

**Total Amount Due From Form ST-9**

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## **Definition of Qualifying Food**

Food for home consumption by humans, as defined under the Food Stamp Act of 1977, 7 U.S.C. § 2012, qualifies for the reduced sales tax rate. The definition includes most staple grocery food items and cold prepared foods packaged for home consumption. Specifically excluded from the definition of food for home consumption are alcoholic beverages, tobacco and prepared hot foods sold for immediate consumption on and off the premises. The reduced sales and use tax rate does not apply to seeds and plants which produce food for human consumption. More information is provided in Tax Bulletin 05-7, Food Tax Rate Reduction, available on the website [www.tax.virginia.gov/laws-rules-decisions/tax-bulletins/05-7](http://www.tax.virginia.gov/laws-rules-decisions/tax-bulletins/05-7).

## **Return and Payment Filing**

[www.tax.virginia.gov](http://www.tax.virginia.gov)

- All ST-9 Filers must file and pay electronically unless a request for a temporary waiver is approved. Download a waiver from the Department's website.
- Return and payment are due on 20th of month following end of period.
- Forms and instructions are available online for download.
- Please use our online services to report a change to your business or mailing address or if you discontinue business.

## **Customer Services**

- For assistance, call **(804) 367-8037**.
- Write to **Virginia Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115**.

# ST-9A Worksheet

## Virginia Retail Sales and Use Tax

Worksheet is for your records only. Do not mail.

Name
Account Number <b>10-</b>
Filing Period (Enter month or quarter and year)

For Periods Beginning On and After January 1, 2022

Transfer lines from the worksheet to the corresponding line number on Form ST-9. If you are reporting consolidated sales for business locations in more than one locality or you do not have a fixed location for your business, file Form ST-9B with Form ST-9 to allocate sales to the appropriate Virginia locality.

**A-SALES**

**B-AMOUNT DUE**

**RETAIL SALES AND USE TAX**

<p><b>1 Gross Sales and/or Rentals.</b> Enter the total gross dollar amount of items of tangible personal property and/or taxable services sold or leased during the period, whether for cash or on credit, including any services that were a part of a sale, but excluding the cost price of tangible personal property defined on Line 2. Do not include sales tax in your gross sales figure. ....</p> <p><b>2 Personal Use.</b> Enter the cost price of tangible personal property purchased without payment of sales tax and withdrawn from inventory for use or consumption and/or cost price of tangible personal property purchased either in or outside this state for dealer's own use or consumption on which no sales or use tax has been paid. ....</p> <p><b>3 Exempt State Sales and Other Deductions.</b> Enter the total of all exempt sales and other deductions (as defined below) that apply to the period covered by this return.</p> <p>a Enter the exempt sales amount. Exempt sales include, but are not limited to, resale, sales in interstate commerce and other sales for which an exemption certificate was required; one-half the charge made for maintenance contracts that provide for both parts and labor; and, sales of fuels for domestic consumption. An example of an exempt sale for which no exemption certificate is required is the sale of qualifying items sold during the sales tax holiday. Attach a schedule to the worksheet. ....</p> <p>b Enter sales price of tangible personal property sold and returned by customers during this period that resulted in a refund to the customer or a credit to the customer's account provided such sales are included on Line 1 and not deducted on Line 3a. .</p> <p>c Enter sales price of tangible personal property returned for which the state and local taxes were paid in a prior period that resulted in a refund to the customer or a credit to the customer's account after you have paid the state and local tax on such items. Also, include unpaid sales price of tangible personal property sold under a retained title, conditional sale or similar contract that was repossessed and for which the state and local taxes were paid in a prior period. ....</p> <p>d Enter sales price of tangible personal property charged off as bad debt for which the state and local tax was paid in a prior period. ....</p> <p>e Enter any other deductions allowed by law. Attach a list to this worksheet. ....</p> <p>f Subtotal. Add Lines 3a through 3e. ....</p> <p><b>4 Total Taxable State Sales and Use.</b> Line 1 plus Line 2 minus Line 3f. ....</p> <p><b>5 State - Qualifying Food Sales and Use.</b> Enter qualifying taxable food sales in Column A. Multiply Column A by the rate of <b>1.5%</b> (.015) and enter the result in Column B .....</p> <p><b>5a State - Essential Personal Hygiene Products.</b> Enter qualifying taxable personal hygiene products sales in Column A. Multiply Column A by the rate of <b>1.5%</b> (.015) and enter the result in Column B. ....</p> <p><b>6 State - General Sales and Use.</b> Enter taxable sales in Column A (Line 4 minus Lines 5 and 5a, Column A). Multiply Column A by the rate of <b>4.3%</b> (.043) and enter the result in Column B.</p> <p><b>7 State Tax.</b> Add Line 5, Column B, Line 5a, Column B and Line 6, Column B. ....</p>	<p>1 _____</p> <p>2 _____</p> <p>3a _____</p> <p>3b _____</p> <p>3c _____</p> <p>3d _____</p> <p>3e _____</p> <p>3f _____</p> <p>4 _____</p> <p>5 _____</p> <p>5a _____</p> <p>6 _____</p> <p>7 _____</p>	<p>x .015 = _____</p> <p>x .015 = _____</p> <p>x .043 = _____</p> <p>7 _____</p>
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**A-SALES**

**B-AMOUNT DUE**

8 **Dealer Discount.** A dealer discount may be taken only if the return and payment are submitted by the due date. Any dealer whose average monthly sales tax liability exceeds \$20,000 is not eligible for the discount. All other dealers must use the dealer discount chart below to determine the dealer discount RATE. The taxable sales on Line 4 is used to determine the RATE ONLY. The dealer discount is calculated by multiplying the state tax on Line 6, Column B by the dealer discount rate following Step 2 below.

**Step 1 - Determine Monthly Taxable Sales and Dealer Discount Rate(s)**

- Use taxable sales on Line 4 to determine the dealer discount rate(s).
- If you file more than one return, use the total of taxable sales from all locations.
- If you file on a quarterly basis, divide taxable sales for all locations by 3 to determine monthly taxable sales

Monthly Taxable Sales		Food and Personal Hygiene Products Tax Enter on Line 8b or 8e below.	General Sales & Use Tax Enter on Line 8h below.
(a) At Least	(b) But Less Than	(c)	(d)
\$0	\$62,501	.016	.01116
\$62,501	\$208,001	.012	.00837
\$208,001	And Up	.008	.00558

**Step 2 - Compute the Dealer Discount Amount**

**Food Tax**

- a Enter the tax amount reported on Line 5, Column B. ....8a \_\_\_\_\_
- b Enter the dealer discount factor for Food Tax  
(See Column (c) above). ....8b \_\_\_\_\_
- c Multiply Line 8a by Line 8b. ....8c \_\_\_\_\_

**Personal Hygiene Products Tax**

- d Enter the tax amount reported on Line 5a, Column B. ....8d \_\_\_\_\_
- e Enter the dealer discount factor for Personal Hygiene Products Tax (See Column (c) above). ....8e \_\_\_\_\_
- f Multiply Line 8d by Line 8e. ....8f \_\_\_\_\_

**General Sales And Use Tax**

- g Enter the tax amount reported on Line 6, Column B. ....8g \_\_\_\_\_
- h Enter the dealer discount factor for General Sales & Use Tax See Column (d) above. ....8h \_\_\_\_\_
- i Multiply Line 8g by 8h. ....8i \_\_\_\_\_

8 **Total Dealer Discount.** Add Lines 8c, 8f and 8i. .... 8 \_\_\_\_\_

9 **Net State Sales and Use Tax.** Line 7 minus Line 8. .... 9 \_\_\_\_\_

10 **Additional Regional State Sales Tax - Complete Lines 10a, 10b, 10c and 10d if you have sales in any locality in the Northern Virginia, Hampton Roads, Central Virginia, or Historic Triangle Regions (see table below). If you are filing a consolidated return or reporting sales for a non-fixed business location and have taxable sales in these regions, you must also complete Schedule ST-9R to report sales by locality for each region.**

Northern Virginia Region		Hampton Roads Region		Central Virginia Region		Historic Triangle Region
Alexandria City	Loudoun County	Chesapeake City	Poquoson City	Charles City County	Henrico County	James City County
Arlington County	Manassas City	Franklin City	Portsmouth City	Chesterfield County	New Kent County	York County
Fairfax City	Manassas Park City	Hampton City	Southampton County	Goochland County	Powhatan County	Williamsburg City
Fairfax County	Prince William County	Isle of Wight County	Suffolk City	Hanover County	Richmond City	
Falls Church City		James City County	Virginia Beach City			
		Newport News City	Williamsburg City			
		Norfolk City	York County			

- 10a **Northern Virginia.** Enter in Column A the portion of Line 6, Column A sourced to the Northern Virginia Region. Multiply Column A by the rate of **0.7%** (.007) and enter the result in Column B. .... 10a \_\_\_\_\_ **x .007 =** \_\_\_\_\_
- 10b **Hampton Roads.** Enter in Column A the portion of Line 6, Column A sourced to the Hampton Roads Region. Multiply Column A by the rate of **0.7%** (.007) and enter the result in Column B. .... 10b \_\_\_\_\_ **x .007 =** \_\_\_\_\_
- 10c **Central Virginia.** Enter in Column A the portion of Line 6, Column A sourced to the Central Virginia Region. Multiply Column A by the rate of **0.7%** (.007) and enter the result in Column B. .... 10c \_\_\_\_\_ **x .007 =** \_\_\_\_\_
- 10d **Historic Triangle.** Enter in Column A the portion of Line 6, Column A sourced to the Historic Triangle Region. All taxable sales reported here in Column A should also be included in the taxable sales reported in Column A of Line 10b. Multiply Column A by the rate of **1.0%** (.01) and enter the result in Column B. .... 10d \_\_\_\_\_ **x .01 =** \_\_\_\_\_

**A-SALES**

**B-AMOUNT DUE**

11 <b>Total State and Regional Tax.</b> Add Line 9; Line 10a, Column B; Line 10b, Column B; Line 10c, Column B; and Line 10d, Column B. ....		11
12 <b>Local Tax.</b> Enter local taxable sales in Column A. Multiply Column A by <b>1.0%</b> (.01) and enter the result in Column B. Generally, the amount entered in Column A is the same as the taxable state sales and use amount. However, if you reported sales of fuels for domestic consumption as an exempt sale, you may be required to enter a different amount. Sales of fuels for domestic consumption are not subject to state tax but are subject to local tax unless the locality has specifically exempted these fuels. If the locality has not specifically exempted these fuel sales, the amount you enter on Line 12, Column A, must equal the total of your sales of fuels for domestic consumption plus the amount on Line 4.  If you are filing a consolidated return or reporting sales for a non-fixed business location, you must also complete Form ST-9B to report sales sourced to Virginia localities. ....	12	x .01 =
12a <b>Additional Local Option Tax in the following counties: Charlotte, Gloucester, Halifax, Henry, Northampton and Patrick.</b> Enter taxable sales from Form ST-9S, Column F in Column A. Multiply Column A by <b>1.0%</b> (.01) and enter the result in Column B. Generally, the amount entered in Column A is the same as the taxable state sales and use amount. However, if you reported sales of fuels for domestic consumption as an exempt sale, you may be required to enter a different amount. Sales of fuels for domestic consumption are not subject to state tax but are subject to local tax unless the locality has specifically exempted these fuels. If the locality has not specifically exempted these fuel sales, the amount you enter on Line 12a, Column A, must equal the total of your sales of fuels for domestic consumption plus the amount on Line 4 less Lines 5 and 5a.....	12a	x .01 =
13 <b>Total State, Regional, Local, and Additional Local Option Tax.</b> Add Lines 11, 12 and 12a, Column B.....		13
14 <b>Prepaid Wireless Fee.</b> a. Enter the number of items sold. Each separate retail purchase of a prepaid service is considered an item. Enter here and on Line 14, Column A ..... 14a _____  b. Fee - Multiply line 14a by \$0.63..... 14b _____  c. Dealer Discount - Multiply Line 14b by 5.0% (0.05) Allowed if filed and paid timely. If paid late enter 0.....14c _____  <b>Net Prepaid Wireless Fee.</b> Line 14b minus Line 14c. Enter result on Form ST-9, Line 14, Column B.....		14
15 <b>Disposable Plastic Bag Tax in the following localities: Arlington and Fairfax Counties, Cities of Alexandria, Fredericksburg and Roanoke. Enter information below from Form ST-9P.</b> a. Enter the total number of taxable plastic bags provided to purchasers from Form ST-9P, Column C..... 15a _____  b. Enter total tax from Form ST-9P, Column D. .... 15b _____  c. Dealer Discount - Multiply Line 15b by the dealer discount. Allowed if filed and paid timely. If paid late enter 0. For periods ending before January 1, 2023, the dealer discount is \$0.02 per bag. For periods beginning on and after January 1, 2023 the dealer discount is \$0.01 per bag.. .....15c _____  <b>Net Plastic Bag Tax.</b> Line 15b minus Line 15c. Enter result on Form ST-9, Line 15, Column B .....		15
16 <b>Total Taxes and Fees.</b> Add Lines 13, 14 and 15 Column B. ....		16
17 <b>Penalty For Late Filing &amp; Payment.</b> Penalty for late filing and payment equals 6% of Line 16 for each month or part of a month the tax is not paid, not to exceed 30%. The minimum payment is \$10.00, even if tax due is \$0 .....		17
18 <b>Interest.</b> Interest is assessed on Line 16 at the rate established in Section 6621 of the Internal Revenue Code of 1954, as amended, plus 2%. For interest rates visit <a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a> .....		18
19 <b>Total Amount Due.</b> Add Lines 16, 17 and 18.....		19

