



# Food & Beverage Tax Filing and Payment Instructions

Go to <https://tax.pwcgov.org/>

Sign into your portal account. If you do not have an account you will need to register for one. See page 3 for the instructions.

Click View on Food and Beverage Tax

Click on File Now

Jul 2022	
Status: Expected	<a href="#">File Now</a>
Filing Due Date: 8/22/2022	

Enter Gross Receipts and Deductible Gross Receipts. Once information is added click Next to proceed.

Total Gross Receipts	<input type="text" value="* \$ Amount"/>
Deductible Gross Receipts	<input type="text" value="* \$ Amount"/>
<a href="#">Next</a>	<a href="#">Return to Account</a>

This brings you to the screen that shows you the Taxable Gross Receipts. If the information is correct click Submit which will take you to the Pay Account screen. You will see the amount due and the different payment options to make the payment.

**Total Gross Receipts** \$1,000.00

**Deductible Gross Receipts** \$100.00

**Taxable Gross Receipts** \$900.00

Submit

Return to Account


**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.**

**Current Balance** \$39.93

**\* Payment Amount**

\$ 39.93

**\* Payment Method**

- E - Check (Free Service)
  - Credit Card (Convenience Fee added by 3rd Party Processor)
  - PayPal - Account Holders only (Convenience Fee added)
  - PayPal Credit (Convenience Fee added)
-  **PayPal** Buy now, pay later. [Learn more](#)

Next

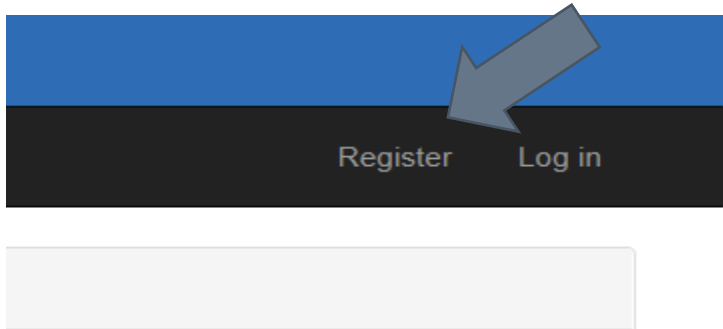
Return to Account

# Registering Account in PWC Portal System

Go to <https://tax.pwcgov.org/>

The screenshot shows the PWC Portal System interface. On the left, there is a 'Log In' section with fields for 'Email' and 'Password', and a 'Log In' button. Below it is a link for 'Forgot your password?'. On the right, there is a 'Quick Pay - No Sign In Required' section with a 'Make a Quick Payment' button. Below these are two sections: 'Individual Accounts' and 'Business Accounts', each listing various services available to users.

To register your account click on “Register” below the arrow in the picture.



Add your email, create a password and confirm the password you created and click on register.

Create a new account.

The registration form consists of three input fields: '\* Email', '\* Password', and '\* Confirm password'. Below the fields are two buttons: 'Register' and 'Cancel'.

**You will receive this message after you click on “Register”.**

## Confirm Email Address

Please check your email inbox. A confirmation message has been sent to

**You will receive an email from Prince William County. This may take a few minutes to receive. Click on “Please confirm your account by clicking here” to complete the registration process.**



Prince William County <noreply@pwcgov.org>  
To: jd.test70@yahoo.com

Fri, Feb 11 at 9:53 AM

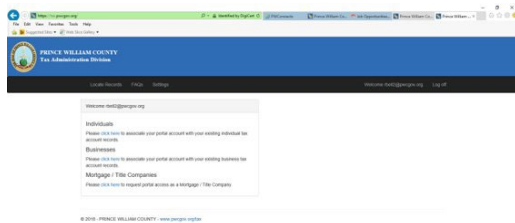
Hello jd.test70@yahoo.com,

Thank you for creating a Prince William County Tax Portal account. Your Tax Portal account makes accessing tax information, re-printing tax bills, managing notifications, filing required returns, and managing tax payments easy and secure.

Please confirm your account by clicking [here](#).

**Once you click to continue it will take you to the Log In page.**

**Select the type of account you are registering**



You will be prompted to add the EIN Number or Account number. Once you have completed adding this information click Submit. Your Food and Beverage Tax account is now registered.

The screenshot shows a web browser window with the URL <https://tax.pwccgov.org/DigitalAccounts/FindAndLinkTaxpayer>. The page header includes the Prince William County logo and the text "PRINCE WILLIAM COUNTY Tax Administration Division". Below the header, there are navigation links for "Locate Records", "FAQs", and "Settings", along with a user greeting "Welcome dheid@pwccgov.org" and a "Log off" link.

The main content area contains the following text: "Thank you for creating an account. Please provide the following information to allow us to locate your tax records."

Under the heading "A personal identification number", there are two options:

- SSN
- OR -
- DMV Customer Number

Under the heading "And an account reference number", there are two options:

- Account Number
- OR -
- Vehicle Title Number

A note below the form states: "The title number entered must be for a vehicle billed for personal property tax by Prince William County within the last 2 years. The title number can be found on your Virginia vehicle registration card or title document."

At the bottom of the form, there are two buttons: "Submit" and "Cancel".