



Transient Occupancy Tax Spotsylvania County, Virginia

Account # _____

Deborah F Williams, Commissioner of Revenue
 PO Box 175, 9104 Courthouse Rd, Spotsylvania VA 22553-0175
 Phone: 540.507-7051 Fax: 540.582-7190
 Website: www.spotsylvania.va.us Email: cor@spotsylvania.va.us

INSTRUCTIONS

- **Complete Sections A, B & C.**
- **File on or before the last day of the month following the month being reported.**
 - In person** – Deliver to our office by 4:30pm on the last day of each month.
 - By mail** – Postmark on or before the last day of each month.
- **Make check payable to: Treasurer, Spotsylvania County**
- **Mail to: Attn: Transient Occupancy Division, Commissioner of Revenue, PO Box 175, Spotsylvania VA 22553-0175**

A. Owner & Business Information

Owner's Name		Phone	
Mailing Address: Block / Street Name	City	State	Zip
Trade Name		Phone	
Physical Address: Block / Street Name (No PO Boxes)	City	State	Zip
Social Security #	Federal ID	Email Address	

B. Calculating Tax

1.	Total Gross Receipts for the Month of		\$
2.	Less Allowable Deductions (If rental exceeds 30 consecutive days or more, it is exempt from tax.) (If Zero, enter "0.")		< \$ >
3.	Taxable Gross Receipts (Subtract Line 2 from Line 1)		\$
4.	Calculate Tax - 5% of Gross from Line 3 (Multiply Line 3 by 5%)		\$
5.	Penalty/Interest Information Late Payment Penalty (If late, Multiply Line 4 by 10%) Interest (Accrues at rate of 10% per year) *Interest will begin to accrue after the last day of the month following the due date.		\$
6.	Total Due (Tax plus Penalty and Interest if applicable) (Add Line 4 and Line 5)		\$

C. Declaration Of Seller

I declare that the foregoing statement and figures are true, complete, and correct to best of my knowledge.

Signature of Owner or Agent

Date

Printed Name/Title

Phone

CR #030

For Office Use Only

Date ____/____/____ by _____ Check # _____