



Short Term Rental Tax Spotsylvania County, Virginia

Account # _____

Deborah F Williams, Commissioner of Revenue
 PO Box 175, 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. **From not accepted without signature.**
- File **UbX'dUmion** or before the 20th day of the month following the close of each quarter.
 - In person – Deliver to our office by 4:30 on the 20th of the month.
 - By mail – Postmark on or before the 20th of the month.
- Make check payable to: **Treasurer, Spotsylvania County**
- Mail to: **Attn: Short Term Rental 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 Period of		\$
2.	Less Allowable Deductions ! '5ttUW\YX' @jhc'f'gi ddcfh]b['XcW a Ybh (If rental exceeds 93 consecutive days or more, it is exempt from tax.) (If Zero, enter "0.")		< \$ >
3.	Taxable Rental Proceeds (Subtract Line 2 from Line 1)		\$
4.	Calculate Tax - 1% Tax of Taxable Proceeds from Line 3 (Multiply Line 3 by 1%)		\$
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 - Form will not be accepted if signature is omitted.

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

Signature of Owner or Agent

Printed Name/Title

Date

Phone

For Office Use Only

Date ____/____/____ by _____ Check # _____

(online form - rev 1/3/23)

	Reporting Quarter	Due Date
1 st Qtr	January to March	April 20 th
2 nd Qtr	April to June	July 20 th
3 rd Qtr	July to September	October 20 th
4 th Qtr	October to December	January 20 th