



# Transient Occupancy Tax Spotsylvania County, Virginia

Account # \_\_\_\_\_

Deborah F Williams, Commissioner of Revenue  
9104 Courthouse Rd, PO Box 175, Spotsylvania VA 22553-0175  
Phone: 540-507-7051 Fax: 540-582-7190  
Website: [www.spotsylvania.va.us](http://www.spotsylvania.va.us) Email: [cor@spotsylvania.va.us](mailto:cor@spotsylvania.va.us)

## INSTRUCTIONS

- Complete Sections A, B & C.
- File **and** pay 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 - Attached List or supporting document (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 # \_\_\_\_\_