

Submit return and payment to:
Maggie Ragon
Commissioner of the Revenue
P.O. Box 4
Staunton, VA 24402

TRANSIENT/OCCUPANCY TAX RETURN

CITY OF STAUNTON, VA
COMMISSIONER OF THE REVENUE
(540) 332-3829 • revenue@ci.staunton.va.us

Make check payable to:
City of Staunton, Treasurer

To avoid penalty and/or interest, this return with payment must be filed on or before the 20th day of the month following the tax month.

Tax Year:		Tax Month:	
Trade Name:			
Corporate Name:			
Mailing Address:			
City:		State:	Zip:

1. MONTHLY GROSS RECEIPTS FROM ALL LODGING RENTALS SUBJECT TO THIS TAX	\$	
2. LESS DEDUCTIONS		
a. EXEMPT RENTALS (MORE THAN 30 CONSECUTIVE DAYS)	\$	
b. REFUND ON RENTALS INCLUDED ON LINE 1	\$	
c. REFUND ON RENTALS INCLUDED ON PRIOR RETURNS	\$	
d. OTHER (PLEASE PROVIDE EXPLANATION)	\$	
3. TOTAL DEDUCTIONS (SUM OF 2A, 2B, 2C, 2D)	\$	
4. NET GROSS RECEIPTS (LINE 1 - LINE 3)	\$	
5. TAX (LINE 4 x 6.7%)	\$	
6. TOTAL TAX REMITTED ON YOUR BEHALF FROM BELOW	\$	
<u>ONLINE PLATFORM/INTERMEDIARY</u>	<u>GROSS RECEIPTS</u>	<u>TAX PAID ON YOUR BEHALF</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

You must provide transactional documentation from the lodging intermediary to claim a deduction of the transient/ occupancy tax. If you cannot provide documentation substantiating that the tax was paid on your behalf to this locality, it is your responsibility to remit and pay the tax.

7. TOTAL TAX DUE (LINE 5 - LINE 6)	\$
8. PENALTY FOR LATE PAYMENT (LINE 7 x 10%)	\$
9. INTEREST (10% PER ANNUM)	\$
10. TOTAL TAX DUE INCLUDING PENALTY & INTEREST (SUM OF LINES 7, 8, & 9)	\$

By signing this return, I, hereby, declare that this return has been examined by me and is true, complete, and correct to the best of my knowledge and belief.

Signature

Date

FOR OFFICE USE ONLY Date: _____ Amt. Rec.: \$ _____ Check # _____ ☐ Paid at Treasurer