

FREDERICK COUNTY, VIRGINIA

ELLEN E. MURPHY, COMMISSIONER OF THE REVENUE

107 North Kent Street, Winchester VA 22601 • PO Box 552, Winchester VA 22604-0552

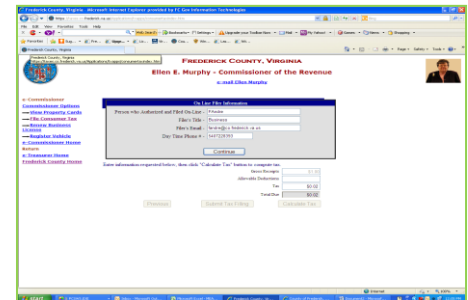
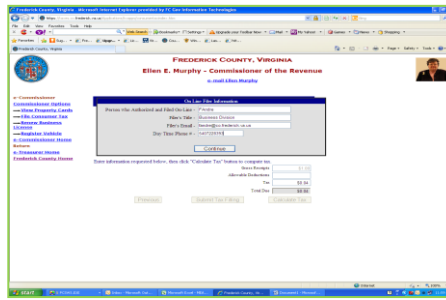
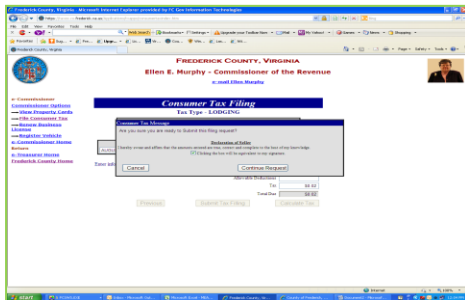
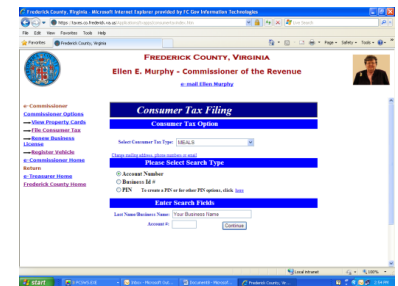
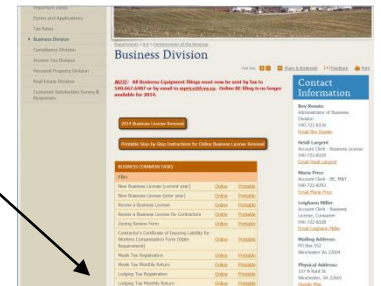
Business Division www.fcva.us/cor Phone: 540.722.8328
 Phone: 540.722.8335 www.fcva.us/biztax 540.722.8329
 Fax: 540.667.6487 biztax@fcva.us 540.722.8393

LODGING TAX FILING & PAYMENT INSTRUCTIONS

(Filing must be made by owner or person authorized to sign on behalf of Business)

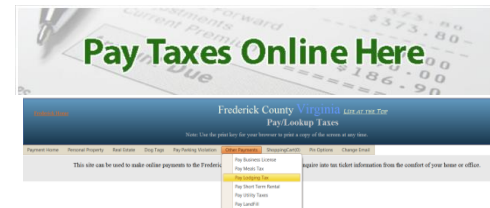
Online Filing

- Go to www.fcva.us/biztax
- Under **BUSINESS COMMON TASKS** select “Lodging Tax Monthly Return” – Online
- “Accept” the terms and enter your *Email address*
- Select “Lodging” as the *Consumer Tax Type* from the drop-down menu
- Select “Account Number” as the *Search Type*
- Enter your “Last Name/Business Name” (it may be necessary to only enter one word) and “Account Number”
- Enter your “Gross Receipts” and “Allowable Deductions” if any
- Click on the “Calculate Tax” button to compute the tax
- Click on “Submit Tax Filing” to submit
- Sign the *Declaration of Seller* by clicking the box
- Complete the *Online Filer* information
- You may select “Pay Now Online”
- Select “Printer Friendly Page/Receipt” to keep a copy for your records



Online Payment (later)

- Go to www.fredtax.com
- Select “Pay Taxes Online Here” button at the top of web page
- Select “Other Payments” and “Pay Lodging Tax” from the menu
- Screen will prompt you step-by-step through payment process



Mail Filing

- Go to www.fcva.us/biztax
- Select, print, and complete “Lodging Tax Monthly Return” - Printable
- Mail to: COMMISSIONER OF THE REVENUE
PO BOX 552
WINCHESTER VA 22604-0552