

COUNTY OF FREDERICK, VIRGINIA - TRANSIENT OCCUPANCY TAX RETURN			
[see instructions on reverse side]			
ACCOUNT NO.:	THIS RETURN COVERS:		
FILE & PAY BY:	<input type="checkbox"/> check here if FINAL RETURN / DATE CLOSED:	1. TOTAL GROSS SALES	\$
BUSINESS NAME:		2. TOTAL DEDUCTIONS	\$
BUSINESS ADDRESS:	MAILING ADDRESS: <input type="checkbox"/> check here if new mailing address	3. AMOUNT ON WHICH TAX MUST BE COMPUTED	\$
		4. TAX (2%)	\$
		5. PENALTY (IF APPLICABLE)	\$
		6. INTEREST (IF APPLICABLE)	\$
		7. TOTAL TAX, PENALTY, AND INTEREST DUE AND PAYABLE	\$
<p>The owner must sign this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign.</p> <p><i>I declare under penalty of perjury (1) that this return has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.</i></p>			
_____ AUTHORIZED SIGNATURE	_____ PRINT NAME	_____ PRINT TITLE/SIGNING CAPACITY	_____ EMAIL
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COUNTY OF FREDERICK, VIRGINIA - TRANSIENT OCCUPANCY TAX RETURN

- All transient occupancy (lodging) tax collections are deemed to be **held in trust** for the County.
- Monthly reports must be delivered and monies remitted on or before the 20th day of the calendar month following the month being reported for the prior month's gross sales.
- This return must be filed even when no sales were made during the period.
- If a change of ownership has occurred, the new owner should not use this card, but return it to the Commissioner of Revenue with a statement of ownership change, and request a new registration form for collection of this tax or see our website at www.fcva.us/biztax.
- This return must be signed and returned with your payment.
- Make checks payable to: *County Treasurer* & mail form and check to: *Commissioner of Revenue, PO Box 552, Winchester VA 22604-0552*.
- If this is a final return, check the box on the front side & indicate the date your business closed.

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