TOWN OF MIDDLEBURG PO BOX 187, MIDDLEBURG, VA 20118 I MIDDLEBURGVA.GOV I (540) 687-5152

TRANSIENT OCCUPANCY TAX (TOT) FILING – DUE MONTHLY

Transient Occupancy Tax filings and payments are due on or before the 20th day of the month following the filing month. Failure to remit tax on or before the 20th of the month following the filing month results in a 10% penalty. Any such penalty, when assessed, shall become part of the tax, with interest accruing on both the tax and penalty at an annual rate of 10% per year (0.0083333 per month). Interest shall accrue monthly, beginning on the 1st day past due.

BUSINESS INFORMATION

BUSINESS ENTITY NAME

BUSINESS LOCATION

MAILING ADDRESS

ROOM CHARGES

Enter Filing Month (month of room charges): ______________________________

A. TOTAL ROOM CHARGES *Total room charges for filing month*	**A.**
B. EXEMPT ROOM CHARGES ***B1**. Room charges from guests obtaining room, rental, lodging for a period of 90 consecutive days or more*	**B1.**
***B2**. Room charges from officials and employees on official business for The United States, the Commonwealth of VA, the County of Loudoun, or The Town of Middleburg*	**B2.**
***B3**. Total Exempt Room Charges B1 + B2 = B3*	**B3.**
C. TOTAL TAXABLE ROOM CHARGES *A – B3 = C*	**C.**
TAX	
D. TOWN OF MIDDLEBURG TAX – 5% *C x .05 = D*	**D.**
E. NORTHERN VA REGION TAX – 3% *C x .03 = E*	**E.**
F. TOTAL TAX *D + E = F*	**F.**
PENALTY & INTEREST *If paid after 20th of month*	
G. LATE PENALTY – 10% *F x .10 = G*	**G.**
H. INTEREST – 0.0083333 PER MONTH *(F + G) x Interest x Months = H*	**H.**
TOTAL DUE *F + G + H = Total Due*	**$**

SIGNATURE OF OWNER/CEO/PARTNER/OFFICER ______________________________ DATE ______________

OFFICE USE ONLY

DATE RECEIVED: ________________ RECEIVED BY: ______________ ☐ CASH ☐ CHECK: ______________