



TRANSIENT OCCUPANCY TAX (TOT) FILING

Transient Occupancy Tax filings and payments are due on or before the 20th day of the month following the filing quarter. Failure to remit tax on or before the 20th of the month following the filing quarter, 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	
<i>Select filing quarter</i>	
<input type="checkbox"/> 1 st : JANUARY – MARCH <input type="checkbox"/> 2 nd : APRIL – JUNE <input type="checkbox"/> 3 rd : JULY – SEPTEMBER <input type="checkbox"/> 4 th : OCTOBER – DECEMBER	
A. TOTAL ROOM CHARGES <i>Total room charges for filing quarter</i>	A.
B. EXEMPT ROOM CHARGES B1. Room charges from guests obtaining room, rental, lodging for a period of 90 consecutive days or more 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 B3. Total Exempt Room Charges $B1 + B2 = B3$	B1.
	B2.
	B3.
C. TOTAL TAXABLE ROOM CHARGES $A - B3 = C$	C.
TAX	
D. TOWN OF MIDDLEBURG TAX – 5% $C \times .05 = D$	D.
E. NORTHERN VA REGION TAX – 3% $C \times .03 = E$	E.
F. TOTAL TAX $D + E = F$	F.
PENALTY & INTEREST <i>If paid after 20th of month</i>	
G. LATE PENALTY – 10% $F \times .10 = G$	G.
H. INTEREST – 0.0083333 PER MONTH $(F + G) \times Interest \times Months = H$	H.
TOTAL DUE $F + G + H = Total Due$	\$

SIGNATURE OF OWNER/CEO/PARTNER/OFFICER

DATE

OFFICE USE ONLY	
DATE RECEIVED: _____	RECEIVED BY: _____ <input type="checkbox"/> CASH <input type="checkbox"/> CHECK: _____