

# Transient Occupancy Tax Remittance Form for Madison County, Virginia

This form, together with payment of the tax due, must be submitted to Madison County on or before the **15<sup>th</sup> day of each month**, for taxes collected on rentals during the preceding calendar month

Owner Name \_\_\_\_\_ For the Calendar Month Ending \_\_\_\_\_  
Trade Name \_\_\_\_\_ NAICS Code # \_\_\_\_\_  
Business Location (E911 Address) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone \_\_\_\_\_

- |  |              |
|--|--------------|
| 1. Gross Rentals:  | 1. _____     |
| 2. ALLOWABLE DEDUCTIONS<br>(Rentals over 30 consecutive days and refunds of rentals included in gross rentals) | 2. ( _____ ) |
| 3. Net Rentals (subtract Line 2 from Line 1)   | 3. _____     |
| 4. TAX (5 percent of Line 3)   | 4. _____     |
| 5. COMMISSION (3% of Line 4, not to exceed \$100)  | 5. ( _____ ) |

Note: Commission is \$0 if payment is late

- |  |          |
|--|----------|
| 6. TAX DUE (Line 4 minus Line 5)                     | 6. _____ |
| 7. LATE REPORT PENALTY (10% of Line 6, minimum \$10) | 7. _____ |
| 8. LATE PAYMENT PENALTY (% of Line 6), as follows:   | 8. _____ |

Payment Penalty Computation 1-30 days Late: Line 6 times 10% 31-60 days Late: Line 6 times 20% 61-90+ days Late: Line 6 times 25%
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**Minimum: \$10.00**

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|---|----------|
| 9. TOTAL AMOUNT DUE AND PAYABLE<br>(Add Lines 6, 7 and 8) | 9. _____ |
|---|----------|

(Enclose a check payable to the Treasurer of Madison County for the exact amount. Mail check and this completed form to: **Treasurer, Madison County, P.O. Box 309, Madison, Virginia, 22727**). Subject to Virginia Code Section 58.1-3907, I hereby certify this return has been examined by me and is, to the best of my knowledge, a true, correct and complete return.

Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ General TOT—Use Revenue Code XXX  
(40% of Line 6)  
\_\_\_\_\_ Tourism TOT—Use Revenue Code XXX  
(60% of Line 6)

**For Office Use Only:**

Processed By: \_\_\_\_\_  
Date Received: \_\_\_\_\_

## TRANSIENT OCCUPANCY TAX INFORMATION AND INSTRUCTIONS

- **Due Date:** the TOT remittance form, and payment of the amount of TOT tax due, must be postmarked on or before the 15<sup>th</sup> day of the month, for rentals during the preceding calendar month. *Note: if you are a business that is also submitting meals taxes to the County, if you submit your TOT form and payment no later than the 20<sup>th</sup> day of the month at the same time you submit your monthly meals tax report and payment, your remittances will not be deemed late until the 21<sup>st</sup> day.*
- **Gross Rentals:** gross rentals means the total amount paid to you, the lodging provider, for each guest room or space rented out for continuous occupancy for fewer than 30 days. The TOT is owed to Madison County for each lodging facility situated in Madison County. Rentals should be reported in the month in which payment is received, if different than when the room is eventually occupied. The TOT applies to rentals received for rooms or spaces in the following types of accommodations: hotels, motels, boarding houses, travel campgrounds and other similar facilities (cabins, bed-and-breakfasts, etc.). Facilities owned and operated by religious bodies and associations are exempted.
- **Allowable Deductions:** On Line 1 of the remittance report you must report the total amount of gross rental amounts for the calendar month. However, on Line 2, you may report (as a total sum) the following deductions: (a) rentals received for accommodations occupied continuously for 30 or more consecutive days, and (b) refunds of rentals.
- **Liability for Tax:** each lodging provider is responsible for collecting the TOT tax from the purchaser of the accommodation. The purchaser is responsible for payment of the tax; however, each lodging provider is responsible for collecting the TOT tax from purchasers. All lodging providers liable for collection of taxes imposed by this ordinance shall collect the amount of tax imposed from the purchaser on whom the same is levied at the time payment for such lodging becomes due and payable, whether payment is made in cash or on credit by means of a credit card or otherwise. The amount of tax owed by the purchaser shall be added to the cost of the room or space by the lodging provider, who shall pay the taxes collected to the county as provided in this ordinance. All transient occupancy tax collections for facilities and accommodations situated in Madison County shall be deemed to be held in trust for Madison County, and shall be remitted to Madison County by the lodging provider without regard for the location at which payment is made by the purchaser or received by the lodging provider.
- **Record-keeping:** It shall be the duty of every lodging provider liable for collection and remittance of the taxes imposed by this ordinance to keep and preserve, for a period of three (3) years, records showing gross rental receipts, the amount charged the purchaser for each stay, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this ordinance. The county, through its designated officials and agents shall have the authority to examine and copy such records at reasonable times, for the purpose of administering and enforcing the provisions of this article.

### NAICS CODES FOR ACCOMMODATIONS

Insert the Appropriate Code in the blank located on the Upper-Right of the TOT Remittance Form:

721110 Hotels and Motels

721191 Bed-and-Breakfast Inns

721211 RV Parks and Campgrounds

721214 Other *Travel Campgrounds* (as defined in Madison County's TOT ordinance)

721199 All Other Traveler Accommodations