

TOWN OF FLOYD  
138 WILSON STREET  
FLOYD, VA 24091  
540-745-2565

TRANSIENT OCCUPANCY TAX FORM  
DUE 20<sup>TH</sup> OF EACH MONTH

REPORT FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

Principal Owner or Agent: \_\_\_\_\_ Phone # \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

PHYSICAL LOCATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PO BOX/STREET CITY STATE ZIP CODE

1. GROSS RENTAL RECEIPTS FOR MONTH	\$ _____
A. Less: Lodging receipts collected by 3 <sup>rd</sup> party (must attach documentation)	\$ _____
2. Line 1 less 1-A	\$ _____
3. TRANSIENT LODGING TAX (5% of Line 2)	\$ _____
4. Less Discount 10% of line 3 (if paid by the 20 <sup>th</sup> of month)	\$ _____
5. Unpaid Balance from Previous Months	\$ _____
6. TOTAL TRANSIENT LODGING TAX DUE	\$ _____
7. 10% Penalty for late payment (10% of Line 5 - \$10 minimum)	\$ _____
8. 10% Interest per Annum (10% of sum of lines 5 & 6 ÷ 12 X # of months late)	\$ _____
9. TOTAL AMOUNT DUE	\$ _____

Report and payment due on or before the 20<sup>th</sup> day of the month following the month during which the tax was collected. Checks or money orders should be made payable to **the Town of Floyd**, and mailed to 138 Wilson Street, Floyd, VA 24091.

IF PAID AFTER DUE DATE, A PENALTY OF 10% OF THE TAX AND INTEREST AT THE RATE OF 10% PER ANNUM WILL BE COMPUTED UPON THE TAX AND PENALTY FROM THE DATE SUCH WERE DUE AND PAYABLE.

I hereby certify, under penalty of perjury, that I have examined the contents and information contained in this report and that it is true, correct, and complete based on my personal knowledge and belief.

\_\_\_\_\_  
DATE SIGNATURE