



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 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	
<i>Filing for month of:</i>	
A. TOTAL ROOM CHARGES <i>Total room charges for filing quarter</i>	A.
B. EXEMPT ROOM CHARGES <i>Room charges from officials and employees on official business for The United States, the Commonwealth of VA, the County of Prince William, or The Town of Haymarket</i>	B.
C. TOTAL TAXABLE ROOM CHARGES <i>A - B = C</i>	C.
TAX	
D. TOWN OF HAYMARKET TAX - 7% <i>C x .07 = D</i>	D.
PENALTY & INTEREST <i>If paid after 20th of month</i>	
E. LATE PENALTY - 10% <i>F x .10 = G</i>	E.
F. INTEREST - 0.0083333 PER MONTH <i>The first month's interest is due on the 21st of the month; the second month's interest is due on the 21st of the following month, and so on. (D + E) x Interest x Months = Total Interest Due</i>	F.
TOTAL TAX DUE <i>D + E + F = Total Due</i>	\$

SIGNATURE OF OWNER/CEO/PARTNER/OFFICER

DATE

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