

**CAPE CHARLES MUNICIPAL CORP**

2 Plum Street Cape Charles, VA 23310  
Phone (757)331-3259 Fax (757)331-4820

**SHORT TERM RENTAL TAX REPORTING FORM**

***DUE DATE IS THE 20<sup>TH</sup> DAY OF THE CALENDAR MONTH FOLLOWING THE REPORTING QUARTER.***

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

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

RENTAL LOCATION/ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ POINT OF CONTACT \_\_\_\_\_

REPORTING MONTH/YR \_\_\_\_\_

- A. GROSS SHORT-TERM RENTAL RECEIPTS \$ \_\_\_\_\_
- B. EXEMPT SHORT TERM RENTAL \$ \_\_\_\_\_  
(DELIVERY FEES & RETAIL SALES)
- C. NET SHORT TERM RENTAL RECEIPTS (B-C) \$ \_\_\_\_\_
- D. SHORT TERM RENTAL TAX DUE \$ \_\_\_\_\_  
(C X .01)
- E. LATE PENALTY (10% OF THE TAX DUE \$ \_\_\_\_\_  
OR \$10, WHICHEVER IS GREATER)
- F. INTEREST (.834 X THE TAX DUE X) \$ \_\_\_\_\_
- G. TOTAL TAX & PENALTIES (D + E + F) \$ \_\_\_\_\_

I hereby certify that all the information on this return is true, correct, and complete to the best of my knowledge and belief and that I am authorized to sign this certification on behalf of the listed business.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Each return shall be accompanied by payment of the taxes due and owing or collected by the certified short term rental business. The quarterly return and payment of the tax shall be filed with the Treasurer on or before the 20<sup>th</sup> day of each of the months of April, July, October and January, representing respectively the gross proceeds and taxes collected during the preceding quarters ending March 31, June 30, September 30, and December 31. If the tax is not paid quarterly when due, the Treasurer may require the business to file monthly, per Town Code.

Make Check Payable to: **Treasurer of Cape Charles** Remit to the address listed above.

*All reported information is subject to an audit by the Treasurer's office. Accurate records must be kept and readily available for a period of 2 years.*