



MUNICIPAL CORPORATION OF CAPE CHARLES  
 2 PLUM STREET  
 CAPE CHARLES, VA 23310

**TRANSIENT OCCUPANCY TAX RETURN**

For the Month Ending: \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Business Phone No. and/or e-mail address: \_\_\_\_\_

**Please note: If filing for more than one rental unit, YOU MUST ATTACH AN ITEMIZED LISTING of each unit including the gross rent amount and tax due.**

This Return is due on or before the 20<sup>th</sup> day of each month covering the amount of tax collected during the preceding month. Submit a return even if \$-0- tax is due.

Please refer to the reverse side of this form for additional information and instructions on how to complete this form.

Gross Receipts \$ \_\_\_\_\_

Less Exempt Receipts (See Reverse Side) \$ \_\_\_\_\_

Net Taxable Receipts \$ \_\_\_\_\_

**3.7% Tax Liability (Net Taxable Receipts x .037)** \$ \_\_\_\_\_

Plus 10% Late Filing Penalty (Tax x .10) \$ \_\_\_\_\_

Plus Interest (See Reverse Side) \$ \_\_\_\_\_

Net Tax Payable to Town of Cape Charles \$ \_\_\_\_\_

5% Discount (\*See Note Below) \$ \_\_\_\_\_

**Total Tax Remitted** \$ \_\_\_\_\_

\*Note: A 5% discount will be allowed only if this return is postmarked by the due date of the 20<sup>th</sup> day of the month following the month the tax is due.

I declare that this return has been examined by me and to the best of my knowledge and belief is a true correct and complete return.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Make Checks Payable to The  
 Town of Cape Charles

Mail form to:

Treasurer's Office, Town of Cape Charles, 2 Plum Street, Cape Charles, VA 23310

# TRANSIENT OCCUPANCY TAX RETURN

## General Information & Form Instructions

*Hotel* means any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, rooming house or other lodging place within the Town offering lodging for compensation, to any transient.

*Lodging* means any room, lodging or space furnished to any transient.

*Transient* means any person(s) who, for any period of not more than 30 consecutive days, either at his own expense or at the expense of another, lodges or obtains lodging at any hotel, motel tourist home or other facility.

The tax imposed shall not apply to the rental of condominiums, apartments, townhouses or single-family homes which are rented for occupancy for *periods exceeding 30 consecutive days*.

Please note: Northampton County also collects a transient occupancy tax. The report and payment of Northampton County's tax should be remitted directly to the Northampton County Commissioner of Revenue. Questions or additional information should be directed to Northampton County at the following telephone number: (757) 678-0446.

### Form Instructions:

**Gross Receipts** is the amount collected by the innkeeper (or innkeeper's representative) on the cost(s) of renting the space offering guest rooms for rent without subtracting any costs or expenses.

**Exempt Receipts:** Subtract from your gross receipts any other transient taxes that were collected which are due other entities or taxing authorities.

**Net Taxable Receipts** are gross receipts less exempt receipts.

**3.7% Tax Liability:** Multiply net taxable receipts by .037 (3.7%) and enter that amount on the line designated.

Payment of the occupancy tax is due on or before the 20<sup>th</sup> day of the month covering the amount of tax collected during the preceding month.

**If payment is made or is postmarked by the 20<sup>th</sup> day of the following month:** A 5% discount is allowed.

Multiply the 3.7% tax liability by .05 and enter that amount in the line designated "5% Discount." Subtract that amount from the tax liability and enter the result in the "Total Tax Remitted" line. Sign and date the return and prepare a check for the amount due and remit it to the Town of Cape Charles.

**If payment is not made or is not postmarked by the 20<sup>th</sup> day of the following month:** A 10% late filing penalty will be assessed. Multiply the 3.7% tax liability by .10 and enter that amount in the line designated "10% Late Filing Penalty." In addition: An interest penalty is due thereon at the rate of 10% per annum and is computed upon the tax liability from the first day of the month following the month in which such tax is due and payable. Accordingly, multiply the 3.7% tax liability by .10. Divide that amount by 12 (12 months) and multiply the result by the number of months the tax is in arrears. Enter that amount in the line designated "Plus Interest." Add the tax liability, the 10% late filing penalty, and if applicable, the interest amounts together and enter the result in the "Total Tax Remitted" line. Sign and date the return and prepare a check for the amount due and remit it to the Town of Cape Charles. If you need assistance or have questions regarding the form, please direct them to the Treasurer's office by calling (757) 331-2979 or (757) 331-6901.