



Town of Gordonsville  
 Treasurer's Office  
 P. O. Box 276  
 Gordonsville, VA 22942

[www.townofgordonsville.org](http://www.townofgordonsville.org)

## TRANSIENT OCCUPANCY TAX MONTHLY RETURN

TAX YEAR 20\_\_\_\_\_ DUE MONTH OF \_\_\_\_\_

EIN/Tax ID# \_\_\_\_\_

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

Business Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**1. Gross Receipts Subject to Tax for Lodging and/or campsites** \$ \_\_\_\_\_  
 (Tax & discount will automatically calculate.)

**2. Tax - 4% of Gross Receipts** \$ \_\_\_\_\_

**3. Discount - 1% of #2** \$ \_\_\_\_\_  
 (Retained by business if tax paid by 20<sup>th</sup> of month)

**4. TAX DUE** (Line #3 from Line #2) \$ \_\_\_\_\_

**5. LATE PAYMENT PENALTY** (5% of tax due that is delinquent per month up to a maximum of 25% of tax due.) **To be calculated by Town** \$ \_\_\_\_\_

**6. LATE FILING PENALTY** (5% of tax due for failure to pay the tax timely.) **To be calculated by Town** \$ \_\_\_\_\_

**7. INTEREST** (2.5% per quarter) 10% per year of the tax due each month that the payment remains delinquent.) **To be calculated by Town** \$ \_\_\_\_\_

**8. TOTAL DUE** (From line 4) \$ \_\_\_\_\_

This return must be filed by the **20th day of the month** that follows the reporting month for which the tax is due to avoid penalty and interest **BE SURE TO INCLUDE ALL Airbnb REPORTS**. Make checks payable to **TOWN OF GORDONSVILLE** and return to:  
**PO Box 276, Gordonsville, Virginia 22942**

For additional information, assistance, or clarification, call the Treasurer's Office at (540) 832-2233.

I certify that the figures shown on this form are in accordance with the Transient Occupancy Tax Ordinance 66.86-98.

\_\_\_\_\_  
**Signature of Authorized Business Official**

\_\_\_\_\_  
**Date**

\*\*\*\*\* FOR OFFICE USE ONLY\*\*\*\*\*

Date Received By Treasurer \_\_\_\_\_ Remittance Reconciles  Yes  No (If no, return to Business)

Remittance Posted/Filed ( ) Yes ( ) No By: \_\_\_\_\_ Date: \_\_\_\_\_

**(NEW FORM OCTOBER 2023)**