Martinsville Transient Occupancy Tax Return

SECTION A - BUSINESS INFORMATION

*required field

Trade Name / DBA*

_____

Business / Owner Name*

_____

Account Number (if known)

_____

Physical Address*

_____

Accommodations Intermediaries MUST provide an itemized listing of addresses with the gross receipts attributable to each address reflected in this filing

SECTION B - CALCULATE THE TAX

Name of Jurisdiction* City ■ County ☐ Town ☐   **Tax Rate*** 7.00 %   **Per Night Charge** $ **Timely Filing Discount Rate** 3.00 %

City of Martinsville

				Totals ($)
1. Total Gross Receipts for	Month of		Year of	$
2. Less Allowable Deductions - MUST attach supporting documents (if zero, enter '0')				$
3. Taxable Gross Receipts				$
4. Calculate Tax				$
5. Per Night Charges (if applicable)	Number of Nights			$0
6. Taxes and Fees				$
ACCOMMODATIONS PROVIDERS ONLY 7. Less Tax or Charges Remitted on Your Behalf by Third Party Intermediaries - You MUST provide supporting documentation to claim this deduction.		a. Lodging Tax $		$
		b. Per Night Charges $ 0		
8. Subtotal				$
9. Timely Filing Discount (if applicable)				$
10. Total Due				$
Late Filing Penalty & Interest (10% Penalty on tax/10% interest per annum)				$

SECTION C - DECLARATION OF OWNER OR PREPARER

Virginia Code §58.1-3907: I hereby certify this return has been examined by me, the below signee, and is to the best of my knowledge, a true, correct and complete return.

_____   _____   _____
Signature*   **Date***   **Mailing Address***

_____   _____   _____
Print Name and Title* **Phone Number***   **Email Address***

Martinsville Transient Occupancy Tax Return
Definitions and Formulas

1. TOTAL GROSS RECEIPTS

All revenue collected during the immediately preceding month.

2. LESS ALLOWABLE DEDUCTIONS

Examples: Exempt Rentals, refund on rentals, discounts, etc.

3. TAXABLE GROSS RECEIPTS

Subtract Line 2 from Line 1

4. CALCULATE TAX

Multiply Line 3 by .07 (7%) local tax rate

5. PER NIGHT CHARGES (IF APPLICABLE)

In addition to a lodging tax rate on gross receipts, some jurisdictions also require collection of a per night fee. **The City of Martinsville does not require a per night fee. Enter '0' or leave blank.**

Multiply the number of nights by the per night charge. **If no per night charge, enter '0' or leave**

6. TAXES AND FEES

Add Line 4 and Line 5

7. LESS TAX OR CHARGES REMITTED ON YOUR BEHALF BY THIRD PARTY INTERMEDIARIES

For Accommodations Providers ONLY. If lodging tax or per night charges were remitted on your behalf by one or more third party intermediaries, enter those amounts in 'a' and 'b' and their total. **Submit documentation for each intermediary. Failure to submit documentation will constitute incomplete reporting and late penalties will apply. Acceptable documents include detailed monthly report from intermediaries showing tax collected and remitted on your behalf.**

8. SUBTOTAL

Subtract Line 7 from Line 6

9. TIMELY FILING DISCOUNT (IF APPLICABLE)

The City of Martinsville allows a 3% discount for the timely filing and payment of transient occupancy tax. Percentage must be entered manually.

Multiply Line 8 by the timely filing discount rate. If no discount applies, enter '0' or leave blank

10. TOTAL DUE – Report and Remit to:

Subtract Line 9 from Line 8

**City of Martinsville Commissioner of the Revenue
P.O. Box 1222
Martinsville, VA 24114-1222**

Transient Occupancy Tax returns are due by the 20th day of each month; if the payment is made after the 20th, a late payment penalty will apply.

Any accommodations provider going out of business shall immediately report and remit any tax due. Failure to report and remit tax will result in legal action.