

CITY OF MARTINSVILLE
TRANSIENT LODGING TAX RETURN

| |
|-------------|
| LICENSE NO. |
| |

Under penalties of Law, the undersigned certifies that this return is true and accurate to the best of his/her knowledge and belief and is taken from the books and records of the business for which this return is filed.

| | |
|-------|----------|
| MONTH | BILL NO. |
| | |

Signature

Title

Date

NAME
 TRADE NAME
 ADDRESS 1
 ADDRESS 2
 CITY STATE ZIP

| | |
|---|----------|
| 1. GROSS LODGING RECEIPTS (TOTAL FOR MONTH REPORTING) | \$ _____ |
| 2. DEDUCT VIRGINIA STATE SALES TAX COLLECTED (5%) | _____ |
| 3. DEDUCT CITY LODGING TAX COLLECTED (2%) | _____ |
| 4. DEDUCT ANY EXEMPT SALES (CERTIFICATES ON FILE) | _____ |
| 5. RECEIPTS SUBJECT TO CITY LODGING TAX | _____ |
| 6. MULTIPLY LINE 5 BY .02 (2%) = NET TAX DUE | _____ |
| 7. DISCOUNT FOR TIMELY FILING (3% OF NET TAX DUE) | _____ |
| 8. PENALTIES (LATE FILING – 10% OF NET TAX DUE) | _____ |
| 9. PRIOR BALANCE DUE * | _____ |
| 10. TOTAL DUE | \$ _____ |

INSTRUCTIONS FOR FILING

This return is due on or before the 20th of each month following the month in which the tax on lodging is made. State statutes and the City of Martinsville Code provide for late payment and late filing penalties. A filing will be considered timely when the gross receipts are reported and accompanied by remittance by the due date.

*** If the form shows a prior balance due, add that amount to your check. If the prior balance due is a credit (-), deduct this amount from your check.**

Make checks payable to: City of Martinsville Treasurer

Remit report and payment to: Ruth L. Easley, Commissioner of the Revenue
 P. O. Box 1222
 Martinsville VA 24114-1122

IF FINAL RETURN PLEASE INDICATE: BUSINESS SOLD OR DISCONTINUED ON _____
 Date

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

New Owner's Name _____

New Owner's Residence Address _____

Former Owner's Residence Address _____