

CITY OF MARTINSVILLE

TRANSIENT LODGING TAX RETURN FOR SHORT-TERM RENTAL PLATFORM HOSTS

(Airbnb, VRBO, Flipkey, Booking.com, etc.)

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