



TOWN OF URBANNA, VIRGINIA
LODGING TAX MONTHLY REPORT

MONTH OF \_\_\_\_\_ 20\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

- 1. Lodging Charges subject to tax \$ \_\_\_\_\_
2. Tax on Lodging - 5% of #1 \$ \_\_\_\_\_
3. Penalty - 10% or \$10.00, whichever is greater
If paid after the 20th of the month \$ \_\_\_\_\_
4. Interest - at 10% per annum \$ \_\_\_\_\_
5. Total Amount Due \$ \_\_\_\_\_
6. Total amount due if paid after due date \$ \_\_\_\_\_

I hereby swear or affirm that the amounts listed above are true, correct and complete to the best of my knowledge and belief for the period state above.

DATE \_\_\_\_\_ Signed by \_\_\_\_\_

Phone \_\_\_\_\_ Title \_\_\_\_\_

INSTRUCTIONS:

- 1. A completed lodging tax form for each month is required, rented or vacant.
2. If using a booking company(ies) a copy of your tax statement must be attached to this form showing the taxes to be received from your agent.
3. Booking agents must provide street addresses for each short-term rental with corresponding tax amount with their remittance.

Furnish original copy and remittance payable to Town of Urbanna on or Before the 20th day of the month following the month being reported to:

Town of Urbanna
PO Box 179
Urbanna VA 23175

For Office Use

Received by:

\_\_\_\_\_  
Date Received in Office

\_\_\_\_\_  
Michele Hutton, Treasurer