



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 the short-term rental 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