

TRANSIENT OCCUPANCY TAX REPORT  
TOWN OF SCOTTSVILLE  
401 VALLEY STREET  
SCOTTSVILLE, VIRGINIA 24590  
(434) 286-9267

Name \_\_\_\_\_ Trade Name \_\_\_\_\_

Address \_\_\_\_\_ Quarter Ended \_\_\_\_\_

City, State, Zip \_\_\_\_\_

1. Gross rentals \$ \_\_\_\_\_

2. Allowable deductions:

a. Exempt rentals (over 30 days) \$ \_\_\_\_\_

b. Refund of rentals included in line 1 \$ \_\_\_\_\_

c. Refund of rentals included in prior periods \$ \_\_\_\_\_

d. Total Allowable Deductions (sum of a,b, and c) \$ \_\_\_\_\_

3. Gross rentals (line 1) minus deductions (line 2d) \$ \_\_\_\_\_

4. Tax (8% of line 3) \$ \_\_\_\_\_

5. Penalty for late payment (10% of tax, line 4, for the first month taxes are past due, and 5% for each month thereafter, up to a maximum of 25%) \$ \_\_\_\_\_

6. Interest (0.834% per month of line 4 & 5) \$ \_\_\_\_\_

7. Total tax, penalty and interest  
(Sum of lines 4, 5 and 6) \$ \_\_\_\_\_

**I declare that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Check should be made payable to Town of Scottsville and must accompany this report.

## **TRANSIENT OCCUPANCY TAX REPORT INSTRUCTIONS**

The Transient Occupancy Tax Ordinance was enacted by the Scottsville Town Council on August 21, 1995.

The tax is assessed and collected on the occupancy of all rooms in hotels, motels, boarding houses, Bed & Breakfasts and travel campgrounds within the Town. The tax shall be assessed at the rate of five percent (5%) of the amount charged for such occupancy. The amounts charged for rooms rented for thirty or more days to the same individual, person, firm or corporation are exempt. The tax is due on or before the twentieth (20th) of the month (April, July, October, January) following the calendar quarter in which the tax is collected.

A penalty in the amount of ten percent (10%) for the first month that taxes are past due, and five percent (5%) for each month thereafter, up to a maximum of twenty-five percent (25%) of the taxes collected but not remitted, not to exceed the amount of the tax due, will be assessed for late payment. Interest at the rate of ten percent (10%) per annum, or 0.834 percent per month, will be assessed for the combined delinquent tax and penalty beginning on the first day of the month following the due date. It is firmly established in Virginia law that the person responsible for payment of tax shall do so in a timely manner. Failure to receive this form does not constitute grounds for exonerating penalty or interest. Each remittance must be accompanied by a tax report showing the gross receipts, tax collected, penalty and interest if applicable. Those retaining tax without remitting it to the Town of Scottsville may be liable for a Class 1 or Class 3 misdemeanor.

Please return the Transient Occupancy Tax Report with payment to the Treasurer, 401 Valley Street, Scottsville, VA 24590. Your check should be payable to Town of Scottsville.

Please contact the Treasurer at (434) 286-9267 if you have any questions or need assistance.