

DAMASCUS

**208 WEST LAUREL AVENUE, P.O. BOX 576, DAMASCUS, VA 24236
PHONE: 276-475-3831, FAX: 276-475-3241**

MONTHLY REPORT OF LODGING OR MEALS TAX

DUE BY THE 20TH OF EACH MONTH, FOLLOWING THE MONTH BEING REPORTED
FORM MUST BE FILED EVERY MONTH, EVEN IF ZERO TAXES ARE DUE

TAXES FOR THE MONTH OF _____, 20____

NAME OF BUSINESS: _____

PHYSICAL ADDRESS OF BUSINESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ON TIME PAYMENTS, SUBMITTED ON OR BEFORE THE 20TH, FOLLOWING THE MONTH BEING REPORTED

1. LODGING OR MEALS CHARGES SUBJECT TO TAX: _____
2. TAX ON LODGING OR MEALS (7% OF LINE 1): _____
3. ON TIME PAYMENT DISCOUNT (4% OF LINE 2): _____
4. TOTAL TAX DUE (LINE 2 MINUS LINE 3): _____

LATE PAYMENTS, SUBMITTED AFTER THE 20TH, FOLLOWING THE MONTH BEING REPORTED

1. LODGING OR MEALS CHARGES SUBJECT TO TAX: _____
2. TAX ON LODGING OR MEALS (7% OF LINE 1): _____
3. LATE PAYMENT PENALTY (10% OF LINE 2): _____
4. TOTAL TAX DUE (LINE 2 PLUS LINE 3): _____

SIGNATURE OF BUSINESS REPRESENTATIVE: _____

**PLEASE MAKE CHECK PAYABLE TO: TOWN OF DAMASCUS
PLEASE MAIL CHECK TO: P.O. BOX 576, DAMASCUS, VA 24236**

DATE RECEIVED BY THE TREASURER'S OFFICE: _____