

DAMASCUS

208 WEST LAUREL AVENUE, P.O. BOX 576, DAMASCUS, VA 24236

PHONE: 276-475-3831, FAX: 276-475-3241

MONTHLY REPORT OF LODGING TAX

FORMS ARE DUE BY THE END OF EACH MONTH, FOLLOWING THE MONTH BEING REPORTED.

ALL FORMS FILED BY THE 20TH WILL RECEIVE A DISCOUNT.

FORMS MUST BE FILED EVERY MONTH, EVEN IF ZERO TAXES ARE DUE.

FORMS FILED FROM THE 21ST UNTIL THE END OF THE MONTH, FOLLOWING THE MONTH BEING REPORTED WILL RECEIVE NO DISCOUNT.

FORMS FILED AFTER THE 1ST OF THE FOLLOWING MONTH WILL RECEIVE PENALTY AND INTEREST.

TAXES FOR THE MONTH OF _____, 20____

NAME OF BUSINESS: _____

PHYSICAL ADDRESS OF BUSINESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

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

PAYMENTS SUBMITTED BETWEEN THE 21ST AND THE END OF THE MONTH, FOLLOWING THE MONTH BEING REPORTED

1. LODGING CHARGES SUBJECT TO TAX: _____
2. TAX ON LODGING (7% OF LINE 1): _____
(THIS AMOUNT IS TOTAL TAX DUE)

Please Continue to the Next Section...

LATE PAYMENTS, SUBMITTED AFTER THE 1ST

A. LODGING CHARGES SUBJECT TO TAX: _____

B. TAX ON LODGING (7% OF LINE 1): _____

C. LATE PAYMENT PENALTY (10% OF LINE 2): _____

D. INTEREST (0.000274 *multiplied by* THE # OF DAYS PAST DUE): _____

E. INTEREST DUE (LINE B *plus* LINE C, *multiplied by* LINE D): _____

F. TOTAL TAX DUE (LINE B *plus* LINE C *plus* LINE E): _____

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: _____