

# DAMASCUS

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

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## MONTHLY REPORT OF LODGING TAX

FORMS ARE DUE BY THE 20th OF EACH MONTH, FOLLOWING THE MONTH BEING REPORTED.

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

FORMS FILED AFTER THE 1<sup>ST</sup> 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 20<sup>TH</sup>, FOLLOWING THE MONTH BEING REPORTED**

1. LODGING CHARGES SUBJECT TO TAX: \_\_\_\_\_

2. TAX ON LODGING (7% OF LINE 1): \_\_\_\_\_  
(THIS IS THE TAX DUE)

### **LATE PAYMENTS, SUBMITTED AFTER THE 1ST**

LODGING CHARGES SUBJECT TO TAX: \_\_\_\_\_

A. TAX ON LODGING (7% OF LINE 1): \_\_\_\_\_

B. LATE PAYMENT PENALTY (10% OF LINE 2): \_\_\_\_\_

C. INTEREST (0.000274 multiplied by THE # OF DAYS PAST DUE): \_\_\_\_\_

D. INTEREST DUE (LINE B plus LINE C, multiplied by LINE D): \_\_\_\_\_

E. 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: \_\_\_\_\_