



**OFFICE OF TOWN TREASURER  
TOWN OF CULPEPER  
400 South Main Street, Ste. 109  
540-829-8240**

*Due on or before the 20<sup>th</sup> of each month following month for which report is made.*

**Business Name:** \_\_\_\_\_ **Federal ID No.:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Customer No.:** \_\_\_\_\_

**MONTHLY REMITTANCE OF ADMISSIONS TAX**

- |   |   |          |
|---|---|----------|
| 1.  | Gross admission charges collected for the month of _____, 20____                  | \$ _____ |
| 2.  | LESS allowable deductions <i>(must attach list)</i>                               | \$ _____ |
| 3.  | Balance taxable <i>(line 1 – line 2)</i>  | \$ _____ |
| 4.  | <b>5%</b> tax on item 3 <i>(.05 x line 3)</i>                                     | \$ _____ |
| 5.  | 10% interest for late payment – <i>(line 4 x .10 ÷ 365 x number of days late)</i> | \$ _____ |
| 6.  | <b>TOTAL TAX AND INTEREST</b>   | \$ _____ |
| <b>IF PAID 1 MONTH AFTER DUE DATE ADD LINES 7 &amp; 8</b> |   |          |
| 7.  | 10% penalty for late payment - <i>(line 4 x .10)</i>                              | \$ _____ |
| 8.  | Fee for delinquent filing - \$20.00   | \$ _____ |
| 9.  | <b>TOTAL TAX, INTEREST, PENALTY, &amp; FEES DUE</b>                               | \$ _____ |

**Please remit the amount shown on Line 8 to:      Treasurer, Town of Culpeper  
400 South Main Street, Culpeper VA 22701**

*IF PAID AFTER THE DUE DATE INTEREST AT 10% PER ANNUM SHALL BE ADDED ON THE TAX DUE, A 10% PENALTY WILL BE COMPUTED AND A \$20.00 ADMINISTRATIVE FEE WILL BE DUE AND PAYABLE IN ACCORDANCE WITH SECTIONS 23-151 AND 23-154 OF THE TOWN CODE.*

**DECLARATION OF COLLECTOR:**

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 stated above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

Phone No. \_\_\_\_\_ Title \_\_\_\_\_

*Office use only:*

Received by Treasurer's Office: Date: \_\_\_\_\_ Postmark Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Refunded/adjusted amount: \_\_\_\_\_ Adjusted Total Tax, Penalty and Interest: \_\_\_\_\_

Clerk's Office validation: Date: \_\_\_\_\_ Initial: \_\_\_\_\_