



# TOWN OF CULPEPER

ClerksOffice@culpeperva.gov

(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 LODGING TAX

1. Gross receipts for the month of \_\_\_\_\_, 20\_\_\_\_\_ \$ \_\_\_\_\_
2. LESS allowable deductions (*attach required list*) . . . . . \$ \_\_\_\_\_
3. Balance taxable . . . . (*line 1 – line 2*). . . . . \$ \_\_\_\_\_
4. **6%** tax on item 3 . . . (.06 x line 3) . . . . . \$ \_\_\_\_\_
5. LESS 3% discount on item 4 (*.03 x line 4 if paid by 20<sup>th</sup> of month due*). . . . \$ \_\_\_\_\_
6. Balance—total tax less sellers discount . . . . . \$ \_\_\_\_\_
7. Penalty for late payment—10% of item 4 (*.10 x line 4*) . . . . . \$ \_\_\_\_\_
8. Total tax and late payment penalty (*line 6 + line 7*) . . . . . \$ \_\_\_\_\_
9. 10% per annum interest on tax and penalty . . . . . \$ \_\_\_\_\_  
*(Line 8 x .10 ÷ 365 x number of days late)*
10. **TOTAL TAX, PENALTY, AND INTEREST.** . . . . . \$ \_\_\_\_\_

**Please remit the amount shown on Line 10 to: Town of Culpeper  
400 South Main Street, Suite 105  
Culpeper, VA 22701**

*IF PAID AFTER THE DUE DATE A PENALTY OF 10% OF THE TAX AND INTEREST AT THE RATE OF 10% PER ANNUM WILL BE COMPUTED AND DUE AND PAYABLE IN ACCORDANCE WITH SECTIONS 23-109 AND 23-111 OF THE TOWN CODE.*

### **DECLARATION OF SELLER:**

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:*

Date: \_\_\_\_\_ Postmark Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Bill No.: \_\_\_\_\_