



TOWN OF CULPEPER

400 South Main Street, Ste. 109

540-829-8240

Due on or before the 20th 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 (*must attach list*) \$ _____
3. Balance taxable (*line 1 – line 2*). \$ _____
4. **6%** tax on item 3 (*.06 x line 3*) \$ _____
5. LESS 3% sellers discount on item 4 (*.03 x line 3 if paid by 20th of month*). \$ _____
6. Balance—total tax less sellers discount \$ _____
7. Penalty for late payment—10% of item 4 (*.10 x line 4*) \$ _____
8. Total tax and 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: Treasurer, Town of Culpeper
400 South Main Street, 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:
Received by Treasurer's Office: Amount Paid: _____ Date: _____ Postmark Date: _____ Initial: _____

Refund/adjusted amount: _____ Adjusted Total Tax, Penalty and Interest: _____

Clerk's Office verification: Date: _____ Initial: _____