

TRANSIENT OCCUPANCY TAX QUARTERLY REPORT OF COLLECTIONS

Town of Monterey

P.O. Box 460 ~ Monterey, VA 24465

540-468-2472 ~ townofmonterey@htcnet.org

Tax Year:	Tax Period:	E-mail:
Trade Name:	Phone:	
Name:	Cell Phone:	
Address:		
City:	State:	Zip:

DIRECT BOOKINGS

Gross Receipts \$ _____

Tax Paid \$ _____

ONLINE BOOKING

Name of Intermediary _____

Gross Receipts \$ _____

Tax Paid on your behalf \$ _____

Name of Intermediary _____

Gross Receipts \$ _____

Tax Paid on your behalf \$ _____

Penalty for late payment \$ _____

➤ The greater of \$10 or 10% of total tax reported for online & direct bookings

Important Reminders

- ✓ Lodging tax is 5% of gross receipts
- ✓ Gross receipts now include fees such as cleaning and pet fees, services, etc.
- ✓ A quarterly report must be submitted including a \$0 report or a report with the amount to expect from online intermediaries on your behalf

Due dates

April 20 ~ July 20
October 20 ~ January 20

I certify this report is true and accurate to the best of my knowledge. Enclosed is check number _____, dated _____, payable to Town of Monterey, in the amount of \$ _____. This represents the Transient Occupancy Tax collections for direct bookings only owed by our business for the quarter ending _____.

Signature of authorized representative

Printed name

Date

The Highland Tourism Council seeks the below information from each lodging facility.
The data collected will provide figures beneficial for tourism initiatives.

Only information provided below will be shared. All other information contained on this form is confidential.

☐ Single dwelling (house, cabin, apartment) **OR** ☐ Multiple unit facility (hotel, motel, inn)
Number of nights rented this quarter _____ **OR** Number of rooms rented this quarter _____
Maximum occupancy of lodging facility per night _____