



Town of Christiansburg

100 East Main Street
Christiansburg, VA 24073-3029

TRANSIENT LODGING TAX MONTHLY SUBMISSION FORM

Transient Lodging Tax For Month _____ Account # _____

Business Name: _____ Location: _____

Mailing Address: _____

Phone: _____

Fax: _____

1. GROSS TRANSIENT LODGING RECEIPTS (do not include any tax receipts) \$ _____

2. ALLOWABLE DEDUCTIONS

A. Lodging paid for by a public institution in connection with any educational conference or program. \$ _____

B. Lodging paid for by Federal, State or Local Governments. \$ _____

C. Other (Please specify) _____ \$ _____

D. Total Deductions. \$ _____

3. Items 1 less item 2D (Taxable Receipts) \$ _____

4. Transient Lodging Tax (7% of item 3) \$ _____

5. Less 3% Discount for Tax Collection. (if paid by 20th of month) \$ _____

6. Unpaid Balance from Previous Month \$ _____

7. TOTAL TRANSIENT LODGING TAX DUE. \$ _____

8. 10% Penalty for late payment. \$ _____

9. 10% Interest per Annum. \$ _____

10. TOTAL TRANSIENT LODGING TAX, PENALTY & INTEREST DUE (sum of items 7, 8, 9) \$ _____

Report and payment due on or before the 20th of the month following the month during which the tax was collected.

Checks and money orders should be made payable to the treasurer, Town of Christiansburg.

IF PAID AFTER DUE DATE, A PENALTY OF 10% OF THE TAX, AND INTEREST AT THE RATE OF 10% PER ANNUM WILL BE COMPUTED UPON THE TAX AND PENALTY FROM THE DATE SUCH WERE DUE AND PAYABLE.

SIGNATURE _____ DATE _____

Make a copy of this form and keep for your records. Submit original copy with your check or money order.