



Town of Christiansburg

100 E Main Street, Christiansburg VA 24073

Transient Lodging Tax Monthly Submission Form

Transient Lodging Tax for Month _____ Year _____ Account _____

Business Name _____ Location _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

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. Item 1 less 2d (taxable receipts) _____

4. Transient Lodging Tax (9% of Item 3) _____

5. Less 3% discount (3% of line 4) _____

If paid by 20th of month due

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 MEALS TAX, PENALTY, & INTEREST DUE** (sum of Items 7, 8 and 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 TOWN OF CHRISTIANBURG

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 UPON THE TAX AND PENALTY FROM THE DATE SUCH WERE DUE AND PAYABLE.

I (we) declare under penalty of law that I (we) have examined this return and to the best of my knowledge it is true, correct and complete.

SIGNATURE

DATE

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