



**Transient Occupancy Tax
Registration Form
Accomack County, Virginia
(Separate application required for each location)**

1. Name of Business _____
2. Owner _____
3. Business Location _____

4. Mailing Address _____

5. Telephone Number: _____
6. E-Mail Address: _____
7. Business Type (Check one) Motel/Hotel
 Tourist Home
 Campground
 Other (Specify) _____
8. Ownership Type (Check one) Individual
 Partnership
 Corporation
9. Name of Officials Signing if Corporation _____
10. Months of Business Operation: Yearly
 Seasonal (____/____/____ to ____/____/____)
11. Name of Business Succeeding _____

The undersigned certifies that this information is true and accurate to the best of his/her knowledge.

Date _____ Signature _____

Title _____



County of Accomack, Virginia Instructions for Transient Occupancy Tax Registration Form

A. Who must file: Any public or private hotel, inn, apartment hotel, hostelry, tourist home or house, motel, rooming house or other lodging place within the County of Accomack, offering lodging to any transient for compensation.

B. When to file: The registration form is required to be filed annually by January 31, of the current calendar year.

C. Where to file: File the registration form with the Commissioner of the Revenue, County of Accomack, P.O. Box 186, Accomac, VA 23301.

D. Where to Call: Questions concerning the completion of the registration form can be answered by calling the Commissioner of the Revenue at 757-787-5747 or 757-824-6451.

E. Amended Returns: If errors, omissions, or changes in previously reported information occur, please correct the information, check the amended return box, and return to the Commissioner of the Revenue.

E. Specific Instructions:

Line 10 (Months of Operation): Check the yearly box if your business is open throughout the calendar year. Check the seasonal box if your business is open for a specific period of time that is less than a year. If the seasonal box is checked, fill out the date your business will open and close during the current calendar year.

Line 11 (Name of Business Succeeding): If there is a change in the business name for any reason, please fill in the previous name of the business.