



**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.

County of Accomack
Commissioner of the Revenue
P.O. Box 186, Accomac, VA 23301
Telephone #: 757-787-5747/757-824-5444
Transient Occupancy Tax Return

Check if final return

1 st Quarter	3-10	Filing Date	4-30-10
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Taxable Receipts	
Net Tax Payable 2%	
Penalty 10%	
Interest 8% per annum	
Amount Paid	

Business Name _____
Mailing Address _____

This return must be filed by the last day of the month following quarter
for which the tax is due to avoid penalty and interest.

Checks Payable To: Treasurer of Accomack County

Signature

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County of Accomack
Commissioner of the Revenue
P.O. Box 186, Accomac, VA 23301
Telephone #: 757-787-5747/757-824-5444
Transient Occupancy Tax Return

Check if final return

2 nd Quarter	6-10	Filing Date	7-31-10
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Taxable Receipts	
Net Tax Payable 2%	
Penalty 10%	
Interest 8% per annum	
Amount Paid	

Business Name _____
Mailing Address _____

This return must be filed by the last day of the month following quarter
for which the tax is due to avoid penalty and interest.

Checks Payable To: Treasurer of Accomack County

Signature

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County of Accomack
Commissioner of the Revenue
P.O. Box 186, Accomac, VA 23301
Telephone #: 757-787-5747/757-824-5444
Transient Occupancy Tax Return

Check if final return

3 rd Quarter	9-10	Filing Date	10-31-10
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Taxable Receipts	
Net Tax Payable 2%	
Penalty 10%	
Interest 8% per annum	
Amount Paid	

Business Name _____
Mailing Address _____

This return must be filed by the last day of the month following quarter
for which the tax is due to avoid penalty and interest.

Checks Payable To: Treasurer of Accomack County

Signature

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County of Accomack
Commissioner of the Revenue
P.O. Box 186, Accomac, VA 23301
Telephone #: 757-787-5747/757-824-5444
Transient Occupancy Tax Return

Check if final return

4 th Quarter	12-10	Filing Date	1-31-11
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Taxable Receipts	
Net Tax Payable 2%	
Penalty 10%	
Interest 8% per annum	
Amount Paid	

Business Name _____
Mailing Address _____

This return must be filed by the last day of the month following quarter
for which the tax is due to avoid penalty and interest.
Checks Payable To: Treasurer of Accomack County

Signature

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County of Accomack, Virginia Instructions for Transient Occupancy Tax Return

- 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 transient occupancy tax return is required to be filed every quarter. The return must be filed by the last day of the month following the quarter for which the tax is due in order to avoid penalty and interest.
- C. Where to File:** File the return 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 transient occupancy tax return can be answered by calling the Commissioner of the Revenue at 757-787-5747 or 757-824-5444.
- E. Specific Instruction:**
Check if final return: If your business is seasonal (operates for a specific period of time less than a calendar year), check this box when the last return is filed for the current calendar year. This box should also be checked if for any reason your business has ceased operations.

Taxable Receipts: Taxable receipts are defined as the total charge, exclusive of any tax imposed on such charge or any charges for services or accommodations in addition to that of lodging, made by any motel, hotel, tourist home, campground, etc. for lodging furnished any transient.