



**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
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	1/16 – 3/16	Filing Date	4-30-16
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Taxable Receipts	
Net Tax Payable 5%	
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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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	4/16 – 6/16	Filing Date	7-31-16
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Taxable Receipts	
Net Tax Payable 5%	
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	7/16 – 9/16	Filing Date	10-31-16
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Taxable Receipts	
Net Tax Payable 5%	
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	10/16 – 12/16	Filing Date	1-31-17
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Taxable Receipts	
Net Tax Payable 5%	
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 757-824-5664.
- 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.