



**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 <sup>st</sup> Quarter	<b>Jan 1 – March 31</b>	Filing Date	April 30th
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1) Taxable Receipts	
2) Net Tax Line 1 (x) 5%	
3) Penalty Line 2 (x) 10%	
4) Interest 8% per annum	
<b>Total Paid</b>	

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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Check if final return

2 <sup>nd</sup> Quarter	<b>April 1 – June 30</b>	Filing Date	July 31st
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1) Taxable Receipts	
2) Net Tax Line 1 (x) 5%	
3) Penalty Line 2 (x) 10%	
4) Interest 8% per annum	
<b>Total Paid</b>	

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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**Transient Occupancy Tax Return**

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3 <sup>rd</sup> Quarter	<b>July 1 – Sept 30</b>	Filing Date	Oct 31st
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1) Taxable Receipts	
2) Net Tax Line 1 (x) 5%	
3) Penalty Line 2 (x) 10%	
4) Interest 8% per annum	
<b>Total Paid</b>	

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

County of Accomack  
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**Transient Occupancy Tax Return**

Check if final return

4 <sup>th</sup> Quarter	Oct 1 – Dec 31	Filing Date	January 31st
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1) Taxable Receipts	
2) Net Tax Line 1 (x) 5%	
3) Penalty Line 2 (x) 10%	
4) Interest 8% per annum	
<b>Total Paid</b>	

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.