



CITY OF HOPEWELL, VIRGINIA

P.O. Box 1604 Hopewell, Virginia 23860

Phone: (804) 541-2237 Fax: (804) 541-2207

Debra Kloske Reason, Master Commissioner of the Revenue

Year: _____

Month: _____

TRANSIENT LODGING TAX FILING FORM

(City of Hopewell Code Section 34-146 through 34-155)

Business Name: _____

Account #: _____

DBA: _____

Phone #: _____

Mailing Address: _____

Email Address: _____

City/State/Zip: _____

Business Location: _____

****Taxes must be reported and submitted by the 20th of the month following the month of collection.****

PLEASE COMPLETE ALL OF THE FOLLOWING RECEIPTS	Receipts for the Month
1 Total Gross Receipts / Rooms *REQUIRED*	\$
2. Non-Taxable Sales (Charges for room service, telephone, valet, etc.) *REQUIRED*	\$
3. Total Rental Receipts (Line 1 minus Line 2)	\$
4. Rentals over 90 consecutive days *REQUIRED*	\$
5. Rentals paid directly by federal, state or local government *REQUIRED*	\$
6. Exempt rentals incorrectly reported as taxable in prior month *REQUIRED*	\$
7. Total Deductions (Sum of Lines 4 through 6)	\$
8. Total Taxable Rentals (Line 3 minus Line 7)	\$
9. Tax Rate	8.0%
10. Tax Due (Tax on Rental Receipts: Line 8 x 9)	\$
11. Penalty for Late filing (10% of the amount on Line 11 OR \$10 whichever is greater)	\$
13. Interest (10% annually on the unpaid tax and penalty)	\$
14. Total Payment Due (Sum of Lines 10, 11, and 12) *REQUIRED*	\$

Pursuant to VA Code § 58.1-3906 Any corporate, partnership or limited liability company officer who willfully fails to pay, collect, or truthfully account for and pay over any local admission, transient occupancy, food and beverage, or daily rental property tax administered by the commissioner of revenue or other authorized officer, or willfully attempts in any manner to evade or defeat any such tax or the payment thereof, shall, in addition to other penalties provided by law, be liable for a penalty of the amount of the tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.

The undersigned applicant declares that the figures and information contained in this report are true, complete, and correct to the best of his/her knowledge.

Preparer's Name and Title _____ Signature _____ Date _____

Contact Person _____ Title/Position _____ Telephone Number _____

Exemptions will not be allowed without proper documentation attached

Make check payable to:
City of Hopewell
Treasurer

Please return this report with payment to:
Commissioner of the Revenue
P O Box 1604 Hopewell, VA 23860

TRANSIENT LODGING TAX
(GUIDELINES FOR EXEMPT RENTALS)

Exemptions will not be allowed without proper documentation attached

The following rentals may be exempt from City of Hopewell Transient Lodging Tax:

1. Rentals for a room in which the same individual stays for over 90 consecutive days.
2. Rentals paid directly by the federal, state, or city government (i.e. the payment is made through a government credit card, direct billing or payment voucher).

Exempt Federal Government Credit Cards:

Card Type	Prefixes	Sixth Digit
VISA	4486, 4614, 4716 only	0, 6, 7, 8, or 9 only
MasterCard	5565, 5568 only	0, 6, 7, 8, or 9 only

3. Rentals paid by foreign diplomats - The individual must present a tax exemption card issued by U.S. State Department, which includes the picture and name of the person claiming the exemption and indicates that the bearer is entitled to exemption from "hotel room tax".

To support tax exempt rentals, copies of the following documentation must be maintained:

- | | |
|-----------------------|--|
| Rentals over 90 Days: | copy of invoice |
| Government Employee: | copy of voucher check, government invoice, OR receipt that contains pertinent information supporting direct government payment of rentals (credit card account number must be retained for payments made by federal government credit cards) |
| Foreign Diplomat: | copy of tax exemption card (both sides) and invoice |

Please contact the Commissioner of the Revenue's Office at (804) 541-2237 if you have any questions.