

TOWN OF MARION

Town of Marion Lodging Tax

PO Box 1005

138 W Main Street, Marion, VA

(276) 783-4113

Email: marionva.org

INSTRUCTIONS

- Complete sections A, B & C below.
- File on or before the 10th day of the month following the month being reported. In person - Deliver to our office by 5:00 pm on the 10th of each month. **Discount will not be applied if not paid by the 10th.**
- Make check payable to: **Town of Marion.**
- Mail to: **Town of Marion, PO Box 1005, Marion, VA 24354.**

A. Owner & Business Information	
Owner's Name	Phone
Mailing Address	
Business / Trade Name	Phone
Physical Address: Street Name (No PO Boxes)	
Federal ID #	Email Address

B. Calculating Tax		
1.	Total Gross Receipts for the Month of	Year
2.	Less Allowable Deductions (Attach List of Items) If Zero, enter "0,"	
3.	Taxable Gross (Subtract Line 2 from Line 1)	
4.	8% Tax of Gross from Line 3 (Multiply Line 3 by 8%)	
5.	Less 3% Discount- Only when filed & paid on or before the 10th (Multiply Line 4 by 3%)	
6.	Total Tax Less Discount (Subtract Line 5 from Line 4)	
7.	Penalty (Multiply line 6 by 10%)	
8.	Interest 10% per Annum	
9.	Total Due (Remember to include Penalty and Interest from line 7 & 8 if paid late)	

C. Declaration of Seller

I declare that the foregoing statement and figures are true, full and correct to best of knowledge and belief.

Signature of Owner or Agent

Date

Phone #