



BOTETOURT COUNTY, VIRGINIA

Chris Booth
Commissioner of the Revenue

TRANSIENT OCCUPANCY TAX MONTH _____

Name: _____

Account: _____

Address: _____

E-mail: _____

Phone: _____

Mail this Monthly Report by the last day of the month (following the month during which the tax was collected.)
Attach a check or money order **payable to Botetourt County Treasurer** in the amount of tax on item 9 below.

1. Total receipts from lodging \$ _____
2. Less Exempt Receipts \$ _____
Stays of 30 or more consecutive days or Virginia and USA Government Business.
3. Less Receipts from a third-party website _____ \$ _____
If VRBO or another website is collecting and remitting transient occupancy taxes,
specify the website and the amount.
4. Total Taxable Receipts (subtract items 2 and 3 from 1) \$ _____
5. Transient Room Tax Due this Report (7% of Amount on Line 4) \$ _____
6. Discount (3% of Line 5) **if remittance is not delinquent** \$ _____
7. Net Tax Due (Subtract line 6 from 5) \$ _____
8. Late Penalty (7% penalty if more than 5 days late. \$10 Minimum) \$ _____
Additional penalty and interest will apply when 30 days late.
9. Total Tax Due \$ _____

Mail to:

Botetourt Commissioner of the Revenue
57 S Center Dr.
Daleville, VA 24083

Online Option:

Create an account using your business email and file at <https://tax.botetourtva.gov>

Affirmation: I the Undersigned do affirm that the above amounts appearing on this report are true and correct to the best of my knowledge.

Signature _____ **Date** _____