



T. Scott Harris, MCR
Commissioner

COUNTY OF HANOVER, VIRGINIA TRANSIENT OCCUPANCY TAX RETURN TAX YEAR 2016

Office of the Commissioner of the Revenue
P.O. Box 129, Hanover, VA 23069-0129
Tel: (804) 365-6129 Fax: (804) 365-6101
Email: commissioner@hanovercounty.gov

A. ACCOUNT INFORMATION			
ACCOUNT NO.	SSN OR FEDERAL ID NO.	FAX NO.	BUSINESS PHONE NO.
OWNER'S OR BUSINESS NAME:		TRADE NAME:	
MAILING ADDRESS:		PHYSICAL LOCATION:	
CITY / STATE / ZIP:		DATE BEGAN IN HANOVER COUNTY:	
B. TAX CALCULATION		FOR THE MONTH OF >>>	
I.	GROSS RECEIPTS FROM SPACE / ROOM RENTALS:	=	
II.	TRANSIENT & OCCUPANCY TAX RATE:	x	8.00%
III.	TAX LIABILITY DUE:	=	
IV.	PENALTY: SEE INSTRUCTIONS BELOW FOR MORE INFORMATION.	+	
V.	ADDITIONAL PENALTY: SEE INSTRUCTIONS BELOW FOR MORE INFORMATION.	+	
VI.	INTEREST: SEE INSTRUCTIONS BELOW FOR MORE INFORMATION.	+	
VII.	TOTAL AMOUNT TAX DUE INCLUDING PENALTY & INTEREST: (LINES III + IV + V + VI)	=	
C. SIGNATURE & CONTACT INFORMATION			
DECLARATION: I DECLARE THAT THE STATEMENTS AND FIGURES HEREIN GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.		ENTER THE CONTACT NAME, PHONE NUMBER AND EMAIL OF THE PERSON TO CONTACT SHOULD WE HAVE ANY QUESTIONS CONCERNING THIS RETURN.	
OFFICER'S NAME: _____		CONTACT NAME: _____	
OFFICER'S SIGNATURE: _____		TITLE: _____	
TITLE OF OFFICER: _____		PHONE#: _____	
DATE: _____		EMAIL: _____	
D. INSTRUCTIONS			
IN ACCORDANCE TO HANOVER COUNTY CODE CHAPTER 22, ARTICLE X:			
<ul style="list-style-type: none">• RETURNS ARE DUE THE 20TH DAY OF EACH MONTH.• LINE IV: IF THE RETURN IS FILED AFTER THE DUE DATE (20TH DAY OF THE MONTH), THEN A PENALTY OF 5% OF THE TAX LIABILITY, LINE III, WILL BE ASSESSED.• LINE V: AN ADDITIONAL 5% PENALTY OF THE TAX LIABILITY IS IMPOSED FOR EVERY SUBSEQUENT 30 DAYS THE RETURN IS NOT FILED. THE MAXIMUM ASSESSED PENALTY SHALL BE 25% OF THE TAX LIABILITY, LINE III.• LINE VI: INTEREST WILL BE ASSESSED AT 8% PER ANNUM WHICH SHALL BE COMPUTED UPON THE TAXES & PENALTY FROM THE DATE SUCH TAXES ARE DUE & PAYABLE.• MAKE CHECKS PAYABLE TO THE HANOVER COUNTY TREASURER.• FILE RETURNS WITH T. SCOTT HARRIS, COMMISSIONER OF THE REVENUE AT P.O. BOX 129, HANOVER, VA 23069-0129.			