



**HANOVER COUNTY COMMISSIONER OF THE REVENUE
TRANSIENT OCCUPANCY TAX RETURN**
PO BOX 129, HANOVER, VA. 23069-0129
(804) 365-3377 corbusiness@hanovercounty.gov

A. ACCOUNT INFORMATION				
ACCOUNT NO.	TAX ID	BUSINESS PHONE NO.	EMAIL	
OWNER'S OR BUSINESS NAME:		TRADE NAME:		
MAILING ADDRESS:		PHYSICAL LOCATION:		
CITY / STATE / ZIP:		TOURISM IMPROVEMENT DISTRICT (TID) PARTICIPANT? (41 Rooms or more)	YES	NO
ACCOUNT TYPE:	Hotel/Motel	Campground	Home Rental	Accommodations Intermediary

B. TAX CALCULATION	YEAR	MONTH
Standard Transient Occupancy Tax (TOT) Calculation for rooms not collecting the Tourism Improvement District Fee (hotels less than 41 rooms)		
1	GROSS RECEIPTS FROM SPACE / ROOM RENTALS:	
2	DEDUCTIBLE GROSS RECEIPTS	
3	TAXABLE GROSS RECEIPTS (TGR) FROM SPACE/ROOM RENTALS	
4	TRANSIENT OCCUPANCY TAX (TOT): (Rate 8.00%)	
TID Occupancy Tax (TOT/TID) Calculation (for hotels in the Tourism Improvement District)		
5	TID GROSS RECEIPTS FROM SPACE / ROOM RENTALS:	
6	TID DEDUCTIBLE GROSS RECEIPTS	
7	TID TAXABLE GROSS RECEIPTS (T/TGR) FROM SPACE/ROOM RENTALS	
8	TID TOURISM IMPROVEMENT DISTRICT TAX (TID): (Rate 2.00%)	
9	TID TAXABLE GROSS RECEIPTS FOR TRANSIENT OCCUPANCY TAX (T/TGR+TID) or (Line 7+Line 8)	
11	TID TRANSIENT OCCUPANCY TAX (T/TOT): (Rate 8.00%)	
12	TAX AND FEE LIABILITY DUE HANOVER COUNTY (TOT + TID FEE+T/TOT) OR (Line 4 + Line 8 + Line 11)	
13	PENALTY (reference penalty table)	
14	INTEREST, IF APPLICABLE (10% per annum of Line 12)	
15	TOTAL DUE: (Line 12 + Line 13 + Line 14)	

PENALTY CALCULATION				
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. 				
1 Day Late	31 Days Late	61 Days Late	91 Days Late	121 or more Days Late
5.00%	10.00%	15.00%	20.00%	25.00%

C. SIGNATURE & CONTACT INFORMATION
<p>Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.</p> <p>PRINTED NAME: _____ DATE: _____</p> <p>SIGNATURE : _____</p>

