



## Transient Lodging Tax Return

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

City of Hopewell, Commissioner of the Revenue  
 PO Box 1604 Hopewell, VA 23860  
 Phone: 804-541-2237 Fax: 804-541-2207

**Owner Name:** \_\_\_\_\_  
**Trade Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Property ID:** \_\_\_\_\_  
**Business Phone No:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Business Location:** \_\_\_\_\_

### For Month of \_\_\_\_\_

Tax Payments and Returns are due on or before the 20<sup>th</sup> of the calendar month following the month being reported

PLEASE COMPLETE ALL OF THE FOLLOWING Receipts	Receipts for the Month
1. Total Gross Receipts / Rooms <span style="float: right;"><b>*Required*</b></span>	1. \$
2. Non-Taxable Sales (charges for room service, telephone, valet, etc.) <span style="float: right;"><b>*Required*</b></span>	2. \$
3. Total Rental Receipts (Line 1 minus Line 2)	3. \$
4. Rentals over 90 consecutive days <span style="float: right;"><b>*Required*</b></span>	4. \$
5. Rentals paid directly by the federal, state or city government <span style="float: right;"><b>*Required*</b></span>	5. \$
6. Exempt rentals incorrectly reported as taxable rentals in prior month's report <span style="float: right;"><b>*Required*</b></span>	6. \$
7. Total Deductions (Sum of Lines 4 through 6)	7. \$
8. Total Taxable Rentals (Line 3 minus Line 7)	8. \$
9. Tax Rate	9. 8.0 %
10. Tax (Tax on Rental Receipts: Line 8 x 9)	10. \$
11. Total Tax Due (Sum of Lines 10)	11. \$
12. Penalty for Late Payment (10% of amount on line 11 or \$10 whichever is greater)	12. \$
13. Interest (10% annual percentage rate on the unpaid tax plus penalty)	13. \$
14. Total Payment Due (Sum of Lines 11, 12, and 13)	14. \$

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

**Make check payable to the "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)**

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.