



**ORANGE COUNTY**  
TREASURER'S OFFICE  
112 W. MAIN ST  
P O BOX 469  
ORANGE VA 22960  
540-672-2656 FAX: 540-672-7437

DAWN M. WATSON  
TREASURER

**QUARTERLY REPORT OF COLLECTIONS, TRANSIENT OCCUPANCY TAX**

FOR QUARTER ENDING \_\_\_\_\_, 20\_\_\_\_

VA. SALES TAX  
REG. # \_\_\_\_\_

NAME: \_\_\_\_\_

TRADE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUNTY CUSTOMER  
ID# \_\_\_\_\_

PHONE: \_\_\_\_\_

- |   |            |
|---|------------|
| 1. Gross receipts subject to tax for lodging<br>And/or camp sites           | \$ _____   |
| 2. Allowable deductions   |            |
| a. Exempt rentals (over 29 days)  | \$ _____   |
| b. Refund of rentals included in<br>line #1 of the report                   | \$ _____   |
| c. Refund of rentals included in<br>prior reports                           | \$ _____   |
| d. Total deductions(include documentation)                                  | \$ _____   |
| 3. Taxable receipts (line 1 less line 2d)                                   | \$ _____   |
| 4. Tax (0.02 x line 3)  | \$ _____   |
| 5. Less commission (0.03 x line #4, if timely paid, see below)              | \$ (_____) |
| 6. a. Penalty for late payment (0.05 x line #4)                             | \$ _____   |
| b. Interest (line #4 x 0.00833 for each month or fraction of a month)       | \$ _____   |
| 7. Total Due (line #4 less line #5) or line #4 plus line #6a plus line #6b) | \$ _____   |

I hereby certify that this report is true and accurate to the best of my knowledge and belief and herewith transmitted is check # \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_, made payable to Orange County Treasurer, in the amount of \$ \_\_\_\_\_ representing the total amount of the transient occupancy tax collections by our firm for the quarter ending \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Firm) Date of report \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

Make check payable to **Orange County Treasurer**. Mail check together with the original copy of this report to the **Orange County Treasurer, PO Box 469, Orange VA. 22960**. Retain a copy for your files. Reports and remittances are to be made on or before the last day of the month following each calendar quarter and covering the amount of tax collected during the preceding quarter, i.e., tax for 3<sup>rd</sup> quarter ending September 30<sup>th</sup> is due on or before October 31<sup>st</sup>.