

TOWN OF GROTTTOES  
Post Office Box 146  
Grottoes, Virginia 24441

**TRANSIENT OCCUPANCY TAX REPORT**

NAME \_\_\_\_\_ FOR MONTH OF \_\_\_\_\_

TRADING AS \_\_\_\_\_ TAX I.D. # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ CHECK IF FINAL RETURN \_\_\_\_\_  
**\* Report and payment due on or before  
the 15<sup>th</sup> of every month.**

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- (1) TOTAL GROSS AMOUNT CHARGED FOR SHORT TERM RENTAL \$ \_\_\_\_\_
  - (2) 2% OF LINE (1) ABOVE (IF PAID ON TIME OMIT LINES 3&4).....\$ \_\_\_\_\_
  - (3) PENALTY FOR LATE FILING AND PAYMENT (10% OF LINE 2)... \$ \_\_\_\_\_
  - (4) INTEREST (1% PER MONTH AFTER 30 DAYS) .....\$ \_\_\_\_\_
  - (5) TOTAL TAX, PENALTY, AND INTEREST.....\$ \_\_\_\_\_

I declare that this return has been examined by me and to the best of my knowledge it is a true, correct and complete return.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

MAIL WHITE COPY ALONG WITH YOUR PAYMENT TO:

TOWN OF GROTTTOES  
ATTN: TRANSIENT OCCUPANCY TAX  
POST OFFICE BOX 146  
GROTTTOES, VIRGINIA 24441

**KEEP YELLOW COPY FOR YOUR RECORDS**