



Commissioner of the Revenue
Charlottesville, Virginia

For Office Use Only

Transient Occupancy Tax Registration Form

Business Legal Name: _____

Trade Name: _____

EIN: _____ SSN: _____

Business Mailing Address: _____

Business Location Address: _____

Type of Ownership (Sole Proprietorship, Partnership, Corporation, LLC, Other): _____

Beginning Date of Business: _____

Name of Business Succeeding: _____

Individual responsible for day-to-day management of business:

Name & Title

Contact Information

Individual who will be filing monthly (employee, accountant, third party payers):

Name & Title

Contact Information

Business owner (officer / member / partner / sole proprietor) responsible for collection and payment of taxes:

Name & Title

Contact Information

Social Security Number

Date of Birth

Home Address

I certify that the above information is true and correct to the best of my knowledge and understand the responsibility for the collection and remittance of transient occupancy tax.

Signature of Business Owner Listed Above

Date

Please notify this office should there be any changes in the individuals listed on this form.

Rev. 6/22/18

Lodging (Transient Occupancy) Tax

- Pursuant to Chapter 30, Article IX of the Charlottesville City Code, every lodging establishment in the City of Charlottesville offering lodging for compensation (for a period of no more than 30 consecutive days), shall impose a 7% tax on the total amount paid for lodging.
- New businesses are to complete the *Transient Occupancy Tax Registration* on the reverse of this page and send it to the Commissioner of Revenue's Office at:

**Charlottesville Commissioner of the Revenue
PO Box 2964
Charlottesville, VA 22902**

- The tax is remitted monthly with a *Transient Occupancy Tax Return* form (supplied by the Commissioner's Office) on or before the 20th of the following month.
- You are required to file a Transient Occupancy Tax Return EVERY MONTH even if you have no receipts to report.
- For further information regarding Transient Occupancy Tax, please call 434-970-3170.