

ONANCOCK 1680

A LITTLE SLICE OF NOWHERE ELSE

TRANSIENT OCCUPANCY TAX RETURN

For Quarter Ending: _____

Business Name: _____

Physical Business Address: _____

Business Contact Name: _____

Business Phone No. and/or email address: _____

This return and full payment are due no later than 30 days from the last day of every quarter. Quarters end on March 31, June 30, Sept 30, and December 31. All Homestay, Bed and Breakfasts and Hotels holders must remit Transient Occupancy Tax Returns regardless of receipts. Failure to submit your return may result in loss of your Special Use Permit and license to operate. If your return does not require payment, you may email the completed and signed form to lfiege@onancock.com.

See Reverse Side for Line Instructions

(1) Total Gross Receipts:	\$ _____
(2) Less Exempt Receipts:	\$ _____
(3) Net Taxable Receipts:	\$ _____
(4) 5% Tax Liability (Net Tax Receipts x .05):	\$ _____
(5) Add 10% Late Penalty:	\$ _____
(6) Less 5% Administrative Fee, if Remitted by Owner:	\$ _____
(7) Net Amount Payable to Town of Onancock:	\$ _____
(8) Remitted by VRBO:	\$ _____
(9) Remitted by Airbnb:	\$ _____
(10) Remitted by Owner/Local Mgr. or Other Agent:	\$ _____
(11) Total Taxes Remitted by All Sources:	\$ _____
(12) Room Nights:	_____
(13) Average Daily Rate (ADR):	\$ _____

Additional information and instructions on the back of this form.

*Note: A 5% discount is allowed only if this return is postmarked by the due date of the end of the month following the quarter's end. No discount is allowed for remittances made by intermediaries.

I declare that I examined this return and attest that it is accurate and complete.
I understand that the entire liability for Transient Occupancy is my sole responsibility regardless of intermediary payments or promises thereof.

Signed: _____

Date: _____

Make Checks payable to Town of Onancock



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TRANSIENT OCCUPANCY TAX RETURN

- (1) Gross Receipts is the total amount collected for all goods and services without deductions of any kind.
- (2) Exempt Receipts are all non-room or rental sales.
- (3) Net Taxable Sales is the Gross Receipts less Exempt Receipts (1)-(2)
- (4) 5% Tax Liability is the Net Taxable Sales (3) times .05
- (5) 10% Late Penalty is the penalty charged against the Tax Liability if the total amount due is not postmarked by the due date. The penalty is calculated on the total tax liability even if a portion is paid on time. Line (3) times .10
- (6) 5% Administrative Fee Deduction is allowed for on-time payments on the owner-remitted portion of the Tax Liability. If payment is made on time, multiply Line (4) by .05
- (7) Net Amount Payable is Line (4) plus line (5) less line (6)
- (8) Amount remitted to Onancock from VRBO (attach backup from VRBO)
- (9) Amount remitted to Onancock from AirBnB (attach backup from AirBnB)
- (10) Amount remitted to Onancock from Owner or Any Other Intermediary or Agent
- (11) Total Amount Remitted by All Sources Line (8) plus (9) plus (10)
- (12) Room Nights is a count of each room (for hotel and B&Bs or each night (for Homestay) rented
- (13) Average Daily Rate is Line (3) divided by Line (12)