



# TOWN OF OCCOQUAN

314 Mill Street | P.O. Box 195  
 Occoquan, Virginia 22125  
 www.occoquanva.gov  
 (703) 491-1918 | Info@occoquanva.gov

<i>Office use ONLY</i>
Date
Ck #
Paid
Outstanding

## TRANSIENT TAX REPORT

This Transient Tax Report and payment are due on or before the twentieth (20<sup>th</sup>) day of the month following the month during which the tax was collected. Reports and payments should be submitted by mail to the Town of Occoquan, P.O. Box 195, Occoquan, Virginia, 22125, or in-person at Town Hall Monday through Friday between 9:00 a.m. and 4:00 p.m. Reports and payments mailed must be *received* by the 20<sup>th</sup> to avoid incurring penalties.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Report Month and Year \_\_\_\_\_

1. Total Receipts		.
2. 7% Transient Tax (multiply line 1 by .07)		.
3. 3% Tax Collection Fee (multiply line 2 by .03) (This deduction is allowed only if payment is paid on or before the due date.)	(-)	.
4. Current Transient Tax Due		.
5. Previous Balance, if any	.	
6. Late Penalty*	(+)	
7. 10% Late Penalty Interest*	(+)	
8. Total Previously Due (sum of lines 5, 6, and 7)	(+)	.
9. Total Amount Due (sum of lines 4 and 8)	(=)	.

\*Pursuant to §35.999 (D) of the Town Code, if payment is made after the due date, a penalty of ten percent (10%), or a minimum of ten dollars (\$10.00), whichever is greater, shall be added; provided, however, that the penalty shall not exceed the amount of the tax due. The Treasurer shall also assess interest on the tax and penalty at the rate of ten percent (10%) per annum from the day after the tax is due until paid.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Date \_\_\_\_\_