



**WORKSHEET & REMITTANCE FORM FOR POWHATAN TRANSIENT OCCUPANCY TAX**

Retain a copy of this worksheet as part of  
your Transient Occupancy tax records.

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

Registration # \_\_\_\_\_

1. Gross Receipts	Gross Lodging Receipts	Reporting Period (Month & Year)	*Total Taxable Lodging Charge
■ Hotel/Motel Lodging	\$		\$
■ Boarding House Lodging	\$		\$
■ Campground Lodging (non campsite)	\$		\$
■ Other Lodging (bed & breakfast, room)	\$		\$
*Number of Days X Amount per day = Total Taxable Lodging Charge			
<b>Total of All Taxable Lodging Charges</b>			

2. Tax (5% of Total Taxable Lodging Charge)	\$
3. 10 % Penalty for late payment*	\$
4. 10 % Interest (per annum)*	\$
5. Total Tax, Penalty and Interest	\$

***\*Penalty and Interest applies if payment not received by 20th of month following required reporting period***

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Complete this worksheet and transfer proper items to the Transient Occupancy Tax Remittance Form and return to: Powhatan County, Commissioner of the Revenue  
3834 Old Buckingham Road Suite C, Powhatan, VA 23139**