

SHORT TERM RENTAL TAX REPORT

CITY OF CHESAPEAKE, VIRGINIA

Return to: Ray A. Conner, Commissioner of the Revenue
PO Box 15285, Chesapeake, VA 23328-5285
(757) 382-6738 or 382-6739

ACCOUNT #:

QTR ENDING:

- 1. RECEIPTS 92 DAYS OR LESS:
- 2. RECEIPTS MORE THAN 92 DAYS:
- 3. TOTAL GROSS RECEIPTS:
(LINE 1 PLUS LINE 2)
- 4. TOTAL EXEMPT SALES:
- 5. RECEIPTS SUBJECT TO TAX:
- 6. TAX: 1% OF LINE 5:
- 7. PENALTY:
- 8. INTEREST:
- 9. PRIOR BALANCE DUE:
- 10. TOTAL TAX DUE

CERTIFIED SIGNATURE

DATE

Applicant Name

(Trade Name)

(Mailing Address)

(City, State, Zip)

RETURN DUE AND PAYABLE ON OR BEFORE 20TH DAY OF REPORTING MONTH
MAKE CHECKS PAYABLE TO CITY OF CHESAPEAKE (YOUR CHECK IS YOUR RECEIPT)

(Complete and return upper portion with payment)

RETAIN THE LOWER PORTION OF THIS WORKSHEET FOR YOUR RECORDS

(Use receipt figures for the reporting quarter)

- 1 GROSS RENTAL RECEIPTS 92 DAYS OR LESS
- 2 GROSS RENTAL RECEIPTS GREATER THAN 92 DAYS
- 3 ADD LINES 1 AND 2 = TOTAL GROSS RENTALS
- 4 DEDUCT VIRGINIA STATE SALES TAX COLLECTED (5%)
- 5 DEDUCT CITY SHORT TERM RENTAL TAX COLLECTED (1%)
- 6 DEDUCT ANY EXEMPT RENTALS (CERTIFICATES ON FILE)
- 7 **RECEIPTS SUBJECT TO CITY SHORT TERM RENTAL TAX**
- 8 MULTIPLY LINE 6 BY .01 (1.0%) = Tax Amount Due

REMIT THIS AMOUNT

DATE _____ CHECK NUMBER _____
Make Checks Payable to **CITY OF CHESAPEAKE**

If remitting late payment after the 20th of the month deadline :

- 9 Multiply the tax amount due (line87) by .10 (10%) = Penalty
- 10 Add line 9 to line 8 and multiply by .0083 = Interest
- 11 Add lines 8, 9, & 10 and remit Total Payment

If the upper portion of this form shows a prior balance due, add that amount to your check. If the prior balance due is a credit (-), deduct this amount from your check.

If you have any questions please contact:
Commissioner of the Revenue's Office
PO Box 15285, Chesapeake, VA 23328-5285
(757) 382-6738 or 382-6739
Fax: (757) 382-8822
E-Mail: bustax@cityofchesapeake.net