



TRANSIENT OCCUPANCY TAX

25 WEST MARKET STREET • LEESBURG, VA • 20176 • 703-777-2420 • DEPARTMENT OF FINANCE

Report and payment due on or before the **Twentieth** Day of the Month following the Quarter during which the tax was collected. Checks or money orders should be made payable to the Town of Leesburg.

IF PAID OR POSTMARKED AFTER DUE DATE, A PENALTY OF 10% OF THE TAX, AND INTEREST AT THE RATE OF 10% PER ANNUM, WILL BE COMPUTED UPON THE TAX AND PENALTY FROM THE DATE SUCH WERE DUE AND PAYABLE.

BUSINESS NAME _____

BUSINESS LOCATION _____

MAILING ADDRESS _____

SIGNATURE _____ DATE _____

QUARTER ENDING _____

TOTAL ROOM RECEIPTS	
LOCAL TAX (6% of Receipts) N.V.T.A. TAX (2% of Receipts) TOTAL OF 8%	
LESS 5% FOR TAX COLLECTION FEE	
PREVIOUS BALANCE	
TOTAL TAX DUE	
10% PENALTY	
10% INTEREST	
TOTAL AMOUNT DUE	



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