



T. Scott Harris, MCR
Commissioner

COUNTY OF HANOVER, VIRGINIA TRANSIENT OCCUPANCY TAX RETURN TAX YEAR 2012

Office of the Commissioner of the Revenue
P.O. Box 129, Hanover, VA 23069-0129
Tel: (804) 365-6129 Fax: (804) 365-6101
Email: commissioner@co.hanover.va.us

A. ACCOUNT INFORMATION			
ACCOUNT NO.	SSN OR FEDERAL ID NO.	FAX NO.	BUSINESS PHONE NO.
OWNER'S OR BUSINESS NAME:		TRADE NAME:	
MAILING ADDRESS:		PHYSICAL LOCATION:	
CITY / STATE / ZIP:		DATE BEGAN IN HANOVER COUNTY:	
B. TAX CALCULATION		FOR THE MONTH OF >>>	
I.	GROSS RECEIPTS FROM SPACE / ROOM RENTALS:	=	
II.	TRANSIENT & OCCUPANCY TAX RATE:	x	8.00%
III.	TAX LIABILITY DUE:	=	
IV.	PENALTY: SEE INSTRUCTIONS FOR MORE INFORMATION.	+	
V.	ADDITIONAL PENALTY: SEE INSTRUCTIONS FOR MORE INFORMATION.	+	
VI.	INTEREST: SEE INSTRUCTIONS FOR MORE INFORMATION.	+	
VII.	TOTAL AMOUNT TAX DUE INCLUDING PENALTY & INTEREST: (LINES III + IV + V + VI)	=	
C. SIGNATURE & CONTACT INFORMATION			
DECLARATION: I DECLARE THAT THE STATEMENTS AND FIGURES HEREIN GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.		ENTER A NAME, PHONE NUMBER AND LOCATION OF THE RECORDS SHOULD WE HAVE ANY QUESTIONS CONCERNING THIS RETURN.	
NAME OF OFFICER SIGNING THE RETURN: _____ DATE: _____		PRINT CONTACT NAME: _____	
OFFICER'S SIGNATURE: _____		TITLE: _____	
TITLE OF OFFICER: _____		PHONE# _____ EMAIL ADDRESS _____	
		LOCATION OF RECORDS: _____	
D. INSTRUCTIONS			
IN ACCORDANCE TO HANOVER COUNTY CODE CHAPTER 22, ARTICLE X:			
<ul style="list-style-type: none">• RETURNS ARE DUE THE 20TH DAY OF EACH MONTH.• LINE IV: IF THE RETURN IS FILED AFTER THE DUE DATE (20TH DAY OF THE MONTH), THEN A PENALTY OF 5% OF THE TAX LIABILITY, LINE III, WILL BE ASSESSED.• LINE V: AN ADDITIONAL 5% PENALTY OF THE TAX LIABILITY IS IMPOSED FOR EVERY SUBSEQUENT 30 DAYS THE RETURN IS NOT FILED. THE MAXIMUM ASSESSED PENALTY SHALL BE 25% OF THE TAX LIABILITY, LINE III.• LINE VI: INTEREST WILL BE ASSESSED AT 8% PER ANNUM WHICH SHALL BE COMPUTED UPON THE TAXES & PENALTY FROM THE DATE SUCH TAXES ARE DUE & PAYABLE.• MAKE CHECKS PAYABLE TO THE HANOVER COUNTY TREASURER.• FILE RETURNS WITH T. SCOTT HARRIS, COMMISSIONER OF THE REVENUE AT P.O. BOX 129, HANOVER, VA 23069-0129.			