TOWN OF IRVINGTON TRANSIENT OCCUPANCY TAX RETURN

INSTRUCTIONS

- Complete sections A, B, and C.
- To avoid penalty and/or interest, this return must be filed and paid on or before the 20th day of the following tax month.
- Make check payable to the Town of Irvington.

SECTION A - BUSINESS INFORMATION   *required

Trade Name / DBA* _____

Physical Address* _____

Business / Owner Name* _____

Accommodations Intermediaries MUST provide an itemized listing of addresses with the gross receipts attributable to each address reflected in this filing.

SECTION B - CALCULATE THE TAX

Jurisdiction - TOWN OF IRVINGTON 4 %   TOTALS

1. Total Gross Receipts for Month_____ Year_____ = $_____
2. Less Allowable Deduction – MUST attach supporting documents (if zero, enter '0') $_____
3. Taxable Gross Receipts _____ $_____
4. Calculate (4 % tax) _____ $_____

ACCOMODATIONS PROVIDERS ONLY:

5. Less Tax of Charges Remitted on Your Behalf by
   Third Party Intermediaries – You MUST provide   a. Lodging Tax $_____ $_____
   Supporting documentation to claim this deduction.   b. Per Night Charges $_____

6. Subtotal _____ $_____
7. TOTAL DUE _____ $_____

SECTION C - DECLARATION OF OWNER OR PREPARER

Virginia code Section 58.1-3907; I hereby certify this return has been examined by me, the below signee, and is to the best of my knowledge, a true, correct and complete return.

Signature*: _____ Date*:___/___/___ Mailing Address*_____

Print Name & Title*: _____ Phone Number*: _____

Email Address*: _____

SECTION B – DEFINITIONS AND FORMULAS

1. TOTAL GROSS RECEIPTS – All revenue collected during the immediately preceding month.

2. LESS ALLOWABLE DEDUCTION – Examples: Exempt Rentals, refund on rentals, discounts, etc.

3. TAXABLE GROSS RECEIPTS – Subtract Line 2 from Line 1

4. CALCULATE TAX OF 4% - Multiply Line 3 with the Town tax rate of 4%

5. LESS TAX OR CHARGES REMITTED ON YOUR BEHALF BY THIRD PARTY INTERMEDIARIES – For accommodations Providers ONLY. If lodging tax or per night charges were remitted on your behalf by one or more third party intermediaries, enter those amounts in 'a' and 'b' and their total. Submit documentation for each intermediary.

6. SUBTOTAL – Subtract Line 5 from Line 4

7. TOTAL DUE - Subtract Line 6 from Line 5