



CITY OF CHESAPEAKE, VIRGINIA
Commissioner of Revenue

Return to: Commissioner of the Revenue Business Tax Dept.
P.O. Box 15285
Chesapeake VA 23328-5285
757-382-6738; 382-6739; 757-382-8822 fax
email: bustax@cityofchesapeake.net

STATE TRANSIENT OCCUPANCY TAX REPORT

ACCOUNT #	MONTH/YEAR	DUE DATE

Trade Address:

	1. RECEIPTS SUBJECT TO TAX	
Mailing Address:	2. DEDUCT ANY EXEMPT SALES	
APPLICANT	3. RECEIPTS SUBJECT TO STATE TOT TAX	
C/O if indicated	4. TAX: 1.0% OF LINE 3	
TRADE NAME	5. PENALTY 5% PER MONTH OF LINE 4	
STREET	6. TOTAL TAX DUE	
CITY, STATE, ZIP CODE		

_____ CERTIFIED _____ SIGNATURE _____ DATE

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

1. GROSS LODGING RECEIPTS (TOTAL FOR REPORTING MONTH)
2. DEDUCT ANY EXEMPT SALES (CERTIFICATES ON FILE)
- 3. RECEIPTS SUBJECT TO STATE TOT TAX**
4. MULTIPLY LINE 3 BY .01 (1.0%) = Tax Amount Due

REMIT THIS AMOUNT

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

Multiply the tax amount due (line 4) by .05 (5%) = Penalty
Add line 4 to line 5 and remit Total Payment

If you have any questions, please contact the Commissioner of the Revenue's Office
757-382-6738; 757-382-6739; Email: bustax@cityofchesapeake.net