CITY OF CHESAPEAKE, VIRGINIA
Commissioner of the Revenue

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

SHORT-TERM RENTAL TAX REPORT

ACCOUNT #:	MONTH/YEAR	DUE DATE

Trade Address:

Mailing Address:

APPLICANT	
C/O if indicated	
TRADE NAME	
STREET	
CITY, STATE, ZIP CODE	

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. NET RECEIPTS SUBJECT TO TAX (line 3 minus line 4)	
6. TAX: 1.0% OF LINE 5	
7. PENALTY (6% OF LINE 5)	
8. INTEREST	
9. **TOTAL TAX DUE**	

CERTIFIED SIGNATURE DATE

Return Due On or Before 15th Day of Reporting Month
Taxes Due On or Before the Last Day of the Reporting Month
MAKE CHECKS PAYABLE TO "CITY OF CHESAPEAKE" (YOUR CHECK IS YOUR RECEIPT)

Complete and Return Upper Portion with Payment - Retain Lower Portion for Your Records

CALCULATING RECEIPTS SUBJECT TO TAX:

Deduct Virginia State Sales Tax collected (6%)	
Deduct City Short-Term Rental Tax collected (1%)	
1. Gross rental receipts 92 days or less (total rentals for reporting quarter)	
2. Gross rental receipts greater than 92 days	
3. Add lines 1 and 2 = total gross rentals	
4. Deduct any exempt sales (Certificates on file)	
5. NET RECEIPTS SUBJECT TO CITY SHORT-TERM RENTAL TAX (LINE 3 MINUS LINE 4)	
6. Multiply line 5 by .01 (1%) = Tax Amount Due	

If remitting late payment after the last day of the quarter deadline:

7. Multiply the tax amount due (line 6) by .06 (6%) = Penalty	
8. Add line 6 to line 7; multiply by Internal Revenue Code rate plus 2% = Interest per month	
9. Add line 6, 7 & 8 and remit Total Tax due	

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