



City of Alexandria, Virginia
DEPARTMENT OF FINANCE
REPORT OF TRANSIENT LODGING TAX
(City of Alexandria Code Section 3-2-141 through 3-2-151)

REPORTING PERIOD (Month/Year):

Owner Name Federal I.D. Number
Trade Name Business Lic. Number
Business Location
Phone Number Email Address

Table with 3 columns: Description, Receipts for the Month, Number of Room Rentals Per Day for the Month. Rows include Total Gross Receipts, Non-Taxable Sales, Total Rental Receipts, Allowable Deductions (A-F), Total Taxable Rentals, Tax, Total Tax Due, Penalty for Late Payment, Interest, and Total Tax, Penalty and Interest Due.

I declare that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete report.

Preparer's Name & Title: Signature:
Phone Number: Email Address:

The report and tax payment are due on or before the last day of the calendar month following the month being reported. Make check payable to the "City of Alexandria". Please return this report with payment to:

Tax Audit, Research & Analysis Unit
Department of Finance
City of Alexandria - Miscellaneous Tax
P.O. Box 34939
Alexandria, VA 22334-0939
Telephone: 703.746.3903



TRANSIENT LODGING TAX
(GUIDELINES FOR EXEMPT RENTALS)

The following rentals may be exempt from Alexandria Transient Lodging Tax:

1. Rentals for a room in which the same individual stays for over 90 consecutive days.
2. Rentals paid directly by the federal, state, or city government (i.e. the payment is made through a government credit card, direct billing or payment voucher).

Exempt Federal Government Credit Cards:

Card Type	Prefixes	Sixth Digit
VISA	4486, 4614, 4716 only	0, 6, 7, 8, or 9 only
Mastercard	5565, 5568 only	0, 6, 7, 8, or 9 only

3. Rentals paid by foreign diplomats - The individual must present a tax exemption card issued by U.S. State Department, which includes the picture and name of the person claiming the exemption and indicates that the bearer is entitled to exemption from "hotel room tax".
4. Rentals paid by full time students attending a school, college or university located within Alexandria city limits.

To support tax exempt rentals, copies of the following documentation must be maintained:

Rentals over 90 Days: copy of invoice

Government Employee: copy of voucher check, government invoice, or receipt that contains pertinent information supporting direct government payment of rentals (credit card account number must be retained for payments made by federal government credit cards)

Foreign Diplomat: copy of tax exemption card (both sides) and invoice

Full time student: copy of student ID and invoice

Please contact the Tax Audit, Research & Analysis Unit at 703.746.3903 if you have any questions.