



**City of Alexandria, Virginia**  
**DEPARTMENT OF FINANCE**

**REPORT OF TRANSIENT LODGING TAX**  
 (City of Alexandria Code Section 3-2-141 through 3-2-151)

<b>REPORTING PERIOD</b> (Month/Year):	
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Owner Name \_\_\_\_\_ Federal I.D. Number \_\_\_\_\_  
 Trade Name \_\_\_\_\_ Business Lic. Number \_\_\_\_\_  
 Business Location \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

<b>PLEASE COMPLETE ALL OF THE FOLLOWING</b>	<b>Receipts for the Month</b>	<b>Number of Room Rentals Per Day for the Month</b>
1. Total Gross Receipts	\$	
2. Non-Taxable Sales (charges for room service, telephone, valet, etc.)	\$	
3. Total Rental Receipts (Line 1 minus Line 2)	\$	
4. Allowable Deductions:		
A. Rentals over 90 consecutive days	\$	
B. Rentals paid directly by the federal, state or city government	\$	
C. Rentals paid by foreign diplomats	\$	
D. Rentals paid by full time students attending a school within the city limits	\$	
E. Exempt rentals incorrectly reported as taxable rentals in prior month's report	\$	
F. Total Deductions (Sum of Lines 4A through 4E)	\$	
5. Total Taxable Rentals (Line 3 minus Line 4F)	\$ 5(a)	5(b)
6. Tax (Tax on Rental Receipts: Line 5(a) x 6.5%, Tax Per Room Per Day: 5(b) x \$1)	\$ 6(a)	\$ 6(b)
7. Total Tax Due (Add Lines 6(a), and 6(b))	\$	
8. Penalty for Late Payment (10% of amount on line 7 or \$10 whichever is greater)	\$	
9. Interest (Sum of amounts on lines 7 and 8 x 0.000274 x number of days past due)	\$	
10. Total Tax, Penalty and Interest Due (Add Lines 7, 8 and 9)	\$	

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
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