



# Transient Lodging Tax Return

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## Effective May 2021

(City of Alexandria Code Section 3-2-141 through 3-2-151)

City of Alexandria, Finance Department, Revenue Administration Division  
P. O. Box 34842, Alexandria, VA 22334-0842  
Phone: 703.746.3903 [alexandriava.gov/BusinessTax](http://alexandriava.gov/BusinessTax)

Owner Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Business Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Location: \_\_\_\_\_

### Reporting Period

\_\_\_\_\_  
(Month) (Year)

**Tax Payments and Returns are due on or before the last day of the calendar month following the month being reported**

Please Complete All Of The Following		Receipts for the Month	Number of Room Rentals Per Day for the Month
1. Total Gross Receipts	*Required*	1 (a) \$	1 (b)
2. Non-Taxable Sales (charges for room service, telephone, valet, etc.)	*Required*	2 (a) \$	2 (b)
3. Total Rental Receipts (Line 1 minus Line 2)		3 (a) \$	3 (b)
<i>Allowable Deductions:</i>			
4. Rentals over 90 consecutive days	*Required*	4 (a) \$	4 (b)
5. Rentals paid directly by the federal, state or city government	*Required*	5 (a) \$	5 (b)
6. Rental paid by foreign diplomats	*Required*	6 (a) \$	6 (b)
7. Rentals paid by full time students attending a school within City limits	*Required*	7 (a) \$	7 (b)
8. Exempt rentals incorrectly reported as taxable rentals in prior month's report	*Required*	8 (a) \$	8 (b)
9. Total Deductions (Sum of Lines 4 (a) through 8 (a) and 4 (b) through 8 (b))	*Required*	9 (a) \$	9 (b)
10. Total Taxable Rentals (Line 3 (a) minus Line 9 (a) and Line 3 (b) minus Line 9 (b))	*Required*	10 (a) \$	10 (b)
11. Tax Rate	*Required*	11 (a) <b>6.5%</b>	11 (b) <b>\$1.25</b>
12. Tax (Tax on Rental Receipts: Line 10 (a) x 11 (a), Tax Per Room Per Day Line 10 (b) x 11 (b))		12 (a) \$	12 (b) \$
13. Transportation District Transient Occupancy Tax (3% of Line 10 (a))		13. \$	
14. Total Tax Due (Sum of Lines 12 (a), 12 (b) and 13)		14. \$	
15. Late Payment Penalty (10% of the amount on Line 14 or \$10 whichever is greater)		15. \$	
16. Interest (Sum of the amounts on Lines 14 and 15 X 0.000274 X number of days after the due date)		16. \$	
17. Total Payment Due (Sum of Lines 14, 15, and 16)		17. \$	

Pursuant to VA Code § 58.1-3906 Any corporate, partnership or limited liability company officer who willfully fails to pay, collect, or truthfully account for and pay over any local admission, transient occupancy, food and beverage, or daily rental property tax administered by the commissioner of revenue or other authorized officer, or willfully attempts in any manner to evade or defeat any such tax or the payment thereof, shall, in addition to other penalties provided by law, be liable for a penalty of the amount of the tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.

The undersigned applicant declares that the figures and information contained in this report are true, complete and correct to the best of his/her knowledge.

Preparer's Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Title/Position \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Make check payable to the "City of Alexandria." Please return this report with payment to:**  
City of Alexandria, Finance Department, Revenue Administration Division  
P O Box 34842, Alexandria, VA 22334-0842  
Phone: 703.746.4800