



21 S. Kent St., Ste. 100, Winchester VA 22601
 Phone: 540-667-1815 • Fax: 540-667-8937
 www.winchesterva.gov Email: cor@winchesterva.gov

SHORT-TERM RENTAL TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the month following each quarter to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to ‘City Treasurer’?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE ‘CITY TREASURER’. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE QUARTER OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

SHORT-TERM RENTAL TAX:

1. WHO MUST COLLECT AND REMIT SHORT-TERM RENTAL TAX: Any person engaged in the rental of tangible personal property for periods less than ninety-two (92) consecutive days.
2. RATE OF SHORT-TERM RENTAL TAX: 1% of amount of gross rental receipts.

CHECK ADDRESS TO BE CHANGED	CHANGE OF ADDRESS	CONTROL NUMBER
	<input type="checkbox"/> BILLING <input type="checkbox"/> MAILING <input type="checkbox"/> LOCATION	
NEW ADDRESS	DISCONTINUED BUSINESS	SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.
NAME _____	DATE BUSINESS CEASED OPERATION IN CITY	DETACH & MAIL TO: CITY OF WINCHESTER 21 SOUTH KENT STREET SUITE 100 WINCHESTER VA 22601
ADDRESS _____	MONTH _____ DAY _____ YEAR _____	
CITY _____	NAME _____	
STATE _____ ZIP _____	ADDRESS _____	
ACCOUNT NUMBER _____	CITY _____	
	STATE _____ ZIP _____	

**REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601
 FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT**

YEAR	CONTROL NUMBER

Complete Information Requested Below — See Reverse for Instructions
 Business Name:
 Business Location:




Excise Tax Type	Period	Gross Receipts	Rate	Tax
Short-Term Rental Tax Lic #	QTR 1 Jan – Mar		x 1%	
			Penalty	
			Interest	
			Total	

x _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

SHORT-TERM RENTAL TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON

YEAR 	CONTROL NUMBER 			
-----------------	---------------------------	---	--	--

1 Complete Information Requested Below — See Reverse for Instructions
Business Name:
Business Location:

Excise Tax Type	Period	Gross Receipts	Rate	Tax
2 Short-Term Rental Tax Lic #	3 QTR 1 Jan – Mar	4	x 1%	5
			Penalty	6
			Interest	7
			Total	8

X _____ ()
AUTHORIZED SIGNATURE DATE PHONE
AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1 LOCATION: The physical address where the business is located.
- 2 TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.
- 3 PERIOD: The month of the collections period. Short-Term Rental Taxes are due quarterly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4 GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5 TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)
- 6 PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 7 INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 8 TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

SHORT-TERM RENTAL TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR

CONTROL NUMBER

- 1** Complete Information Requested Below — See Reverse for Instructions
 Business Name:
 Business Location:

Excise Tax Type	Period	Gross Receipts	Rate	Tax
2 Short-Term Rental Tax Lic #	3 QTR 2 Apr – Jun	4	x 1%	5
			Penalty	6
			Interest	7
			Total	8

X _____ ()
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1** LOCATION: The physical address where the business is located.
- 2** TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.
- 3** PERIOD: The month of the collections period. Short-Term Rental Taxes are due quarterly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4** GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5** TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)
- 6** PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 7** INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 8** TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).



21 S. Kent St., Ste. 100, Winchester VA 22601
Phone: 540-667-1815 • Fax: 540-667-8937
www.winchesterva.gov Email: cor@winchesterva.gov

SHORT-TERM RENTAL TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the month following each quarter to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to 'City Treasurer'?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE 'CITY TREASURER'. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE QUARTER OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

SHORT-TERM RENTAL TAX:

1. WHO MUST COLLECT AND REMIT SHORT-TERM RENTAL TAX: Any person engaged in the rental of tangible personal property for periods less than ninety-two (92) consecutive days.
2. RATE OF SHORT-TERM RENTAL TAX: 1% of amount of gross rental receipts.

CHANGE OF ADDRESS			CONTROL NUMBER
<input type="checkbox"/> BILLING <input type="checkbox"/> MAILING <input type="checkbox"/> LOCATION			
CHECK ADDRESS TO BE CHANGED			
NEW ADDRESS	DISCONTINUED BUSINESS		SHOULD YOU MOVE, PLEASE NOTIFY US AT ONCE.
NAME _____	DATE BUSINESS CEASED OPERATION IN CITY		
ADDRESS _____	MONTH _____ DAY _____ YEAR _____		
CITY _____	NAME _____		
STATE _____ ZIP _____	ADDRESS _____		DETACH & MAIL TO:
ACCOUNT NUMBER _____	CITY _____		
	STATE _____ ZIP _____		

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601
FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions
Business Name: _____
Business Location: _____

Excise Tax Type	Period	Gross Receipts	Rate	Tax
Short-Term Rental Tax Lic #	QTR 3 Jul – Sep		x 1%	
			Penalty	
			Interest	
			Total	

X _____	() _____	_____
AUTHORIZED SIGNATURE	DATE	PHONE

AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

SHORT-TERM RENTAL TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR

CONTROL NUMBER

- 1 Complete Information Requested Below — See Reverse for Instructions
 Business Name:
 Business Location:

Excise Tax Type	Period	Gross Receipts	Rate	Tax
2 Short-Term Rental Tax Lic #	3 QTR 3 Jul – Sep	4	x 1%	5
			Penalty	6
			Interest	7
			Total	8

X _____ **()**
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1 LOCATION: The physical address where the business is located.
- 2 TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.
- 3 PERIOD: The month of the collections period. Short-Term Rental Taxes are due quarterly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4 GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5 TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)
- 6 PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 7 INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 8 TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

SHORT-TERM RENTAL TAXES

City Code requires that you hold these taxes in escrow. Please remit payment by the 20th of the month following each quarter to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details?
- Enclose a check with an account number and made payable to 'City Treasurer'?

IMPORTANT INFORMATION

PLEASE FILE A RETURN EVEN IF NO TAX IS DUE. MAKE ALL CHECKS PAYABLE TO THE 'CITY TREASURER'. COMPLETE THE CORRECT REPORT AND RETURN IT WITH YOUR PAYMENT NOT LATER THAN THE 20th OF THE MONTH FOLLOWING THE QUARTER OF COLLECTIONS. IF THE 20th FALLS ON A WEEKEND, THE RETURN IS DUE ON THE NEXT BUSINESS DAY.

SHORT-TERM RENTAL TAX:

1. WHO MUST COLLECT AND REMIT SHORT-TERM RENTAL TAX: Any person engaged in the rental of tangible personal property for periods less than ninety-two (92) consecutive days.
2. RATE OF SHORT-TERM RENTAL TAX: 1% of amount of gross rental receipts.

CHANGE OF ADDRESS

CHECK ADDRESS TO BE CHANGED

- BILLING MAILING LOCATION

CONTROL NUMBER

NEW ADDRESS

NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 ACCOUNT NUMBER _____

DISCONTINUED BUSINESS

DATE BUSINESS CEASED OPERATION IN CITY
 MONTH _____ DAY _____ YEAR _____
 NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____

**SHOULD YOU MOVE,
PLEASE NOTIFY US AT ONCE.**

DETACH & MAIL TO:

CITY OF WINCHESTER
 21 SOUTH KENT STREET
 SUITE 100
 WINCHESTER VA 22601

REMIT PAYMENT TO: CITY OF WINCHESTER, 21 SOUTH KENT STREET, SUITE 100, WINCHESTER VA 22601

FAILURE TO REMIT THESE TAXES MAY RESULT IN FELONY PROSECUTION FOR EMBEZZLEMENT

YEAR

CONTROL NUMBER



Complete Information Requested Below — See Reverse for Instructions
 Business Name:
 Business Location:

Excise Tax Type	Period	Gross Receipts	Rate	Tax
Short-Term Rental Tax Lic #	QTR 4 Oct - Dec		x 1%	
			Penalty	
			Interest	
			Total	

X _____ **()** _____
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

SHORT-TERM RENTAL TAXES – WORKSHEET

HOW TO PROPERLY FILL OUT YOUR COUPON



YEAR

CONTROL NUMBER

1 Complete Information Requested Below — See Reverse for Instructions

Business Name:

Business Location:

Excise Tax Type	Period	Gross Receipts	Rate	Tax
2 Short-Term Rental Tax Lic #	3 QTR 4 Oct - Dec	4	x 1%	5
			Penalty	6
			Interest	7
			Total	8

X _____ ()
 AUTHORIZED SIGNATURE DATE PHONE
 AUTHORIZED SIGNATURE MEANS THE SIGNATURE OF THE COLLECTOR AND REMITTER OF TAX.

- 1 LOCATION: The physical address where the business is located.
- 2 TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.
- 3 PERIOD: The month of the collections period. Short-Term Rental Taxes are due quarterly. Taxes are due by the 20th of the month following the period to avoid penalty and interest charges.
- 4 GROSS RECEIPTS: Gross receipts for all transactions in this category.
- 5 TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)
- 6 PENALTY: If remitted after the 20th of the month following the collection period on the coupon, a 10% penalty shall be applied and remitted (TOTAL TAX x 0.10 = PENALTY)
- 7 INTEREST: If remitted after the 20th of the month following the collection period on the coupon, simple interest at a rate of 10% annually shall be applied and remitted for each day the payment is late ((TOTAL TAX + PENALTY) x DAYS LATE x 0.0002739 = INTEREST)
- 8 TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).