Winchester
commissioner of the revenue Virginia
21 S. Kent St., Ste. 100, Winchester VA 22601
Phone: 540-667-1815 • Fax: 540-667-8937
www.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 |
|---|
| |

**CHECK ADDRESS TO BE CHANGED** ❑ BILLING ❑ MAILING ❑ LOCATION

**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 |
|---|
| 23 |

| CONTROL NUMBER |
|---|
| |

Winchester
commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| Short-Term Rental Tax<br>Lic # | QTR 1<br>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 |
|---|---|
| | |

Winchester Commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| ❷ Short-Term Rental Tax Lic # | ❸ QTR 1 Jan – Mar | ❹ | x 1% | ❺ |
| | | | Penalty | ❻ |
| | | | Interest | ❼ |
| | | | Total | ❽ |

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

SAMPLE

❶ LOCATION: The physical address where the business is located.

❷ TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.

❸ 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.

❹ GROSS RECEIPTS: Gross receipts for all transactions in this category.

❺ TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)

❻ 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)

❼ 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)

❽ TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

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## CHANGE OF ADDRESS

| CONTROL NUMBER |
|---|
| |

**CHECK ADDRESS TO BE CHANGED** ❑ BILLING ❑ MAILING ❑ LOCATION

**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 |
|---|
| 23 |

| CONTROL NUMBER |
|---|
| |

Winchester
commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| Short-Term Rental Tax<br>Lic # | QTR 2<br>Apr – Jun | | 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 |
|---|---|
| | |

Winchester Commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| ❷ Short-Term Rental Tax Lic # | ❸ QTR 2 Apr – Jun | ❹ | x 1% | ❺ |
| | | | Penalty | ❻ |
| | | | Interest | ❼ |
| | | | Total | ❽ |

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

SAMPLE

❶ LOCATION: The physical address where the business is located.

❷ TAX TYPE AND LICENSE: The types of taxes the business remits are denoted by the corresponding license number.

❸ 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.

❹ GROSS RECEIPTS: Gross receipts for all transactions in this category.

❺ TAX: The amount of tax due (TAXABLE RECEIPTS x RATE = TAX)

❻ 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)

❼ 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)

❽ TOTAL: The grand total due to be remitted with the coupon (TAX TOTAL + PENALTY + INTEREST = TOTAL).

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## CHANGE OF ADDRESS

| CONTROL NUMBER |
|---|
| |

**CHECK ADDRESS TO BE CHANGED** ❑ BILLING ❑ MAILING ❑ LOCATION

**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

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| YEAR |
|---|
| 23 |

| CONTROL NUMBER |
|---|
| |

Winchester
commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| Short-Term Rental Tax<br>Lic # | QTR 3<br>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 |
|---|---|
| | |

Winchester Commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| ❷ Short-Term Rental Tax Lic # | ❸ QTR 3 Jul – Sep | ❹ | x 1% | ❺ |
| | | | Penalty | ❻ |
| | | | Interest | ❼ |
| | | | Total | ❽ |

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

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## CHANGE OF ADDRESS

| CONTROL NUMBER |
|---|
| |

**CHECK ADDRESS TO BE CHANGED** ❑ BILLING ❑ MAILING ❑ LOCATION

**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:**

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21 SOUTH KENT STREET
SUITE 100
WINCHESTER VA 22601

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

| YEAR |
|---|
| 23 |

| CONTROL NUMBER |
|---|
| |

Winchester
commissioner of the revenue Virginia

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| Short-Term Rental Tax<br>Lic # | QTR 4<br>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 |
|---|---|
| | |

Winchester Virginia
Commissioner of the revenue

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

| Excise Tax Type | Period | Gross Receipts | Rate | Tax |
|---|---|---|---|---|
| ❷ Short-Term Rental Tax<br>Lic # | ❸ QTR 4<br>Oct – Dec | ❹ | x 1% | ❺ |
| | | | Penalty | ❻ |
| | | | Interest | ❼ |
| | | | Total | ❽ |

x _____ ( )
AUTHORIZED SIGNATURE DATE PHONE
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