



Commissioner of the Revenue
City of Charlottesville
605 E. Main Street, Room A130
P O Box 2964
Charlottesville, VA 22902-2964
434-970-3160

TRANSIENT OCCUPANCY TAX REGISTRATION

Business Legal Name _____

Trade Name _____

EIN or SSN _____

Circle Type of Business Structure:

Sole Proprietor | *Partnership* | *Limited Liability Company (LLC)* | *Corporation* | *IRS 501(C)3 Nonprofit*

Mailing Address _____

Business Location Address _____

Date Business to Begin in the City of Charlottesville _____

Circle all months in which you expect to be active:

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Please list all rental software platforms on which you advertise this property (ex. AirBnB, VRBO, HomeAway, Flipkey, etc.):

Business Owner _____

Address _____

Telephone _____ E-mail _____

Who will be responsible for filing & payment of monthly remittances? _____

Telephone _____ E-mail _____

I certify that the above information is true and correct to the best of my knowledge and understand the responsibility for the collection and remittance of the City of Charlottesville Transient Occupancy Tax.

Signature of Owner

Date

* Please notify this office if there is a change to any of the information on this form * Rev. 7/3/19

Transient Occupancy (Lodging) Tax

- Pursuant to Chapter 30, Article IX of the Charlottesville City Code, every establishment in the City of Charlottesville offering lodging for compensation (for a period of no more than thirty (30) consecutive days), shall impose a **8%** tax on the amount paid for lodging.
- All new businesses are to complete the **Transient Occupancy Tax Registration** and forward it to:

**Office of the Commissioner of the Revenue
City of Charlottesville
PO Box 2964
Charlottesville, VA 22902**

- The tax payment is remitted monthly with a Transient Occupancy Tax Return form (supplied by the Commissioner of the Revenue) on or before the 20th of the following month.
- You may file and pay online by going to <https://www.charlottesville.org/departments-and-services/departments-a-g/commissioner-of-revenue/lodging-tax>
- For further information regarding Transient Occupancy Tax, please call:
434-970-3170
- **You are required to file a return every month even if you had no receipts to report**