



Montgomery County
Commissioner of the Revenue
Helen P. Royal, Master Commissioner of the Revenue

REPORT OF TRANSIENT OCCUPANCY TAX COLLECTED

- INSTRUCTIONS:
1. Complete this form.
 2. Make check payable to: **Treasurer, Montgomery County**
 3. Mail form and check to the following address:

Commissioner of the Revenue
County of Montgomery
755 Roanoke St. Suite 1A
Christiansburg, VA 24073

Report and payment due on or before the 20th day following the end of the quarter.

QUARTER ENDING THE MONTH OF _____

Name of Hotel, Motel or Other Lodging Place: _____

County Location Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Total Receipts from Room, Lodging, or Space Rental: \$ _____

Times the Rate: X _____ 3%

TOTAL TAX: \$ _____

Signature of Owner, Partner or Officer: _____
Date: _____

Taxpayers - Do not write below this line

Post Mark Date: _____ Walk-in / Drop box Date: _____