



# 2015 Transient Lodging Tax Return

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

# T

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

Owner Name: \_\_\_\_\_  
Trade Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Due Date: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Business Phone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Business Location: \_\_\_\_\_

----- Reporting Period  
Month Year  
Tax Payments and Reports are due on or before the due date

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)
Allowable Deductions:			
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. Rentals paid by foreign diplomats	* Required*	6(a) \$	6(b)
7. Rentals paid by full time students attending a school within the 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))		9(a) \$	9(b)
10. Total Taxable Rentals (Line 3(a) minus Line 9(a) and Line 3(b) minus Line 9(b))		10(a) \$	10(b)
11. Tax Rate		11(a) 6.5%	11(b) \$1
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. Regional Transient Occupancy Tax (2% of Line 10(a))		13. \$	
14. Total Tax Due (Sum of Lines 12(a), 12(b), and 13)		14. \$	
15. Penalty for Late Payment (10% of amount on line 13 or \$10 whichever is greater)		15. \$	
16. Interest (Sum of 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: 703.746.3903 Fax: 703.548.6065



**TRANSIENT LODGING TAX  
(GUIDELINES FOR EXEMPT RENTALS)**

The following rentals may be exempt from Alexandria Transient Lodging Tax:

1. Rentals for a room in which the same individual stays for over 90 consecutive days.
2. Rentals paid directly by the federal, state, or city government (i.e. the payment is made through a government credit card, direct billing or payment voucher).

Exempt Federal Government Credit Cards:

Card Type	Prefixes	Sixth Digit
VISA	4486, 4614, 4716 only	0, 6, 7, 8, or 9 only
Mastercard	5565, 5568 only	0, 6, 7, 8, or 9 only

3. Rentals paid by foreign diplomats - The individual must present a tax exemption card issued by U.S. State Department, which includes the picture and name of the person claiming the exemption and indicates that the bearer is entitled to exemption from "hotel room tax".
4. Rentals paid by full time students attending a school, college or university located within Alexandria city limits.

To support tax exempt rentals, copies of the following documentation must be maintained:

- Rentals over 90 Days:      copy of invoice
- Government Employee:      copy of voucher check, government invoice, or receipt that contains pertinent information supporting direct government payment of rentals (credit card account number must be retained for payments made by federal government credit cards)
- Foreign Diplomat:      copy of tax exemption card (both sides) and invoice
- Full time student:      copy of student ID and invoice

Please contact the Tax Audit, Research & Analysis Unit at 703.746.3903 if you have any questions.