



Transient Occupancy Tax Registration

COMMISSIONER OF THE REVENUE
JAMES CITY COUNTY, VIRGINIA
(757) 253-6698

**IMPORTANT: TRANSIENT OCCUPANCY TAX IN JAMES CITY COUNTY IS 5%.
ADDITIONAL TRANSIENT OCCUPANCY TAX IS \$2/ROOM NIGHT**

Legal Business Name _____ SSN/FEIN _____

Trade Name _____

Classifications

Hotel/Motel Campground Other: _____

Location Address _____

Mailing Address _____

Business Phone _____ FAX _____

Date that business activity began or will begin at above location: _____

Person(s) responsible for filing monthly meals tax returns:

NAME AND TITLE

PHONE

IMPORTANT: NOTIFY THIS OFFICE IN WRITING OF ANY DELAY IN OPENING DATE, OR CHANGE OF RESPONSIBLE PERSONS.

I DECLARE THAT THE STATEMENTS AND FIGURES HEREON ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I AM AUTHORIZED TO FILE THIS DOCUMENT ON BEHALF OF THE ABOVE-NAMED BUSINESS.

SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____

Any person violating or failing to comply with any provisions of Tax on Prepared Food and Beverages Ordinance shall, upon conviction thereof, be guilty of a Class 3 Misdemeanor. Such convictions shall not relieve any person from payment, collection, or remittance of the tax.

**MAIL OR DELIVER
FORM TO:**

Commissioner of the Revenue
P.O. Box 283
Williamsburg, VA 23187-0283

101 Mounts Bay Rd., Bldg. B
Williamsburg, VA 23185
Phone: (757) 253-6698

***** NO FAXED APPLICATIONS ACCEPTED *****