

**Commissioner of Revenue, Clarke County**

P.O. Box 67, Berryville, VA 22611

(540) 955-5108



**WORK SHEET/REPORT FROM FOR TRANSIENT  
OCCUPANCY TAX**

**Report Period:** \_\_\_\_\_

- 1. Gross Rentals (Report on Line 1, Tax Return From): \$ \_\_\_\_\_
- 2. Allowable Deductions: \$ \_\_\_\_\_
  - a. Exempt Rentals (over 30 days) \$ \_\_\_\_\_
  - b. Refund of rentals included in line 1: \$ \_\_\_\_\_
  - c. Return of rentals included in prior reports: \$ \_\_\_\_\_
  - d. Other (please state): \_\_\_\_\_ \$ \_\_\_\_\_
  - e. Total Deductions (total a thru d) \$ \_\_\_\_\_  
(report on line 2 of tax return) \$ \_\_\_\_\_
- 3. Item 1 less item 2e: (report on line 3, tax return) \$ \_\_\_\_\_
- 4. Tax (5% of item 3) (report on line 4, tax return) \$ \_\_\_\_\_
- 5. Less Commission (3% of line 4) (report on line 5) \$ \_\_\_\_\_  
(Do not compute if report is delinquent)
- 6. Tax Due: (Line 4 less line 5) (Report on line 6, tax return) \$ \_\_\_\_\_

Keep the worksheet above. Detach report form below.

The form below must be signed and returned with your payment.

Check should be make payable to: Treasurer of Clarke County,  
and mailed to the Commissioner of the Revenue, P.O. Box 67, Berryville, VA 22611

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**COUNTY OF CLARKE**  
Transient Occupancy Tax Return

Business Name & Address \_\_\_\_\_

Report Period: \_\_\_\_\_

- 1. Total Gross Sales: \$ \_\_\_\_\_
- 2. Total Deductions: \$ \_\_\_\_\_
- 3. Amount on which to compute tax: \$ \_\_\_\_\_
- 4. Amount of Tax: \$ \_\_\_\_\_
- 5. Less Commission: \$ \_\_\_\_\_
- 6. Total Tax Due: \$ \_\_\_\_\_

To the best of my knowledge and belief, this is a true, correct and complete form:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date