



INGRID H. MORROY
 Commissioner of Revenue
 Arlington County

2016

TRANSIENT OCCUPANCY TAX RETURN
FILE AND PAY BY AUGUST 20, 2016, 11:59 PM EST
 (TO AVOID LATE PENALTIES AND INTEREST CHARGES)

PART 1: APPLICANT NAME

Account # TOT- _____
 SSN or FEIN _____
 Trade Name _____
 Arlington Location _____
 Filing Period July 2016

Check this box if any changes were made to Part 1.
 Any changes to the Corporate Name require that you contact our office first.

PART 2: CALCULATION OF TAX

1. Gross Rentals (includes meeting room rentals) \$ _____ .00

2. Allowable exemptions (Documentation substantiating any exemptions must be attached. In lieu of a paper copy, the documentation may be provided on a flash drive or CD, using a spreadsheet format. This office will not allow any unsubstantiated exemptions and additional tax will be assessed accordingly.)

A. Same individual occupying room for 30 or more consecutive days \$ _____ .00

B. Payment made directly by Federal Government \$ _____ .00

C. Foreign Diplomat \$ _____ .00

D. Refund of rentals included in prior reports (attach proof of payment) \$ _____ .00

E. Meeting and banquet room rentals \$ _____ .00

F. Red Cross, Federal Credit Unions, and other exempt parties \$ _____ .00

3. Total exemptions (add A thru F) \$ _____ .00

4. Taxable rentals after exemptions (line 1 less line 3) \$ _____

5. Tax 7.25% of line 4 (Includes 5% local Arlington tax, .25% tourism tax and the 2% Virginia regional tax) \$ _____

6. IF REMITTING AFTER THE 20th OF THE MONTH, multiply the tax amount due (line 5) by 5% (late penalty) \$ _____

7. Add lines 5 and 6 and remit **TOTAL PAYMENT** \$ _____

NOTE: It is a class 1 misdemeanor for any person to willfully sign a return which he/she does not believe to be true and correct as to every material matter (Code of Virginia, Section 58.1-11).

DECLARATION OF TAXPAYER: I declare that the foregoing statements and figures are true, correct, and complete to the best of my knowledge and belief.

PRINT NAME & TITLE _____

TELEPHONE _____

SIGNATURE _____

DATE _____

E-MAIL _____

All customers are encouraged to file and pay online using CAPP (Customer Assessment and Payment Portal) - <https://capp.arlingtonva.us>. If you need assistance accessing your account for the first time, please contact us at 703-228-3060.

If filing and paying by mail, send this form with check payable to Treasurer, Arlington County, in one of the enclosed envelopes to:
Transient Occupancy Tax Program
Arlington County, Virginia
 P.O. Box 1757
 Merrifield, VA 22116-1757

For assistance please contact us by Ph: 703-228-3060, Fax: 703-228-7048 or e-mail to business@arlingtonva.us

Dear Arlington Business:

Effective July 1, 2016, there is an additional 0.25% tourism Transient Occupancy Tax (for Arlington County) in addition to the current 7% Transient Occupancy Tax. For all rentals on and after July 1, 2016, 7.25% of total price paid by the ultimate consumer for the use or possession of any room or space used for lodging should be collected and remitted. The 7.25% includes the local 5% Transient Occupancy Tax, 0.25% tourism Transient Occupancy Tax, and the state 2% regional Transient Occupancy Tax (for the Northern Virginia region).

This mailing contains your updated 2016 Transient Occupancy Tax Returns for the months of July through December 2016. These forms are specifically coded to identify your monthly Transient Occupancy Tax payments. If you have a tax preparer responsible for filing your monthly TOT Returns, please forward these returns to their attention and make sure they understand these instructions.

Please Note: Returns postmarked by the U.S. Postal Service after the 20th of each month will be subject to a 10% filing penalty. We rely on the U.S. Postal Service's hand cancelled stamp on your envelope as proof of the date you mailed your return. The post office does not always cancel stamps. We recommend if you're mailing near or on the due date, that you take your return to the post office and personally request a hand cancelled stamp.

PAYMENT OPTIONS:

FILE & PAY ONLINE using our convenient CAPP (Customer Assessment and Payment Portal) system. Filing online will allow you to file your returns faster and more conveniently. To access CAPP and register, please visit the website at <https://capp.arlingtonva.us>. Payment can be made either by e-check or credit card. A service charge, imposed by our service provider, will apply to all credit card transactions, based on the amount of the payment. There is no service charge for payments made by e-check.

If you file online, but choose to mail in your payment, the date the payment is received will be the recorded date of filing. See "Please Note" paragraph above.

PAYMENT BY CHECK - Simply fill out the correct monthly return and send the return, along with your check made payable to *Treasurer, Arlington County*, to Transient Occupancy Tax Program, P.O. Box 1757, Merrifield, VA 22116-1757 using one of the pre-addressed enclosed envelopes. See "Please Note" paragraph above.

For questions about CAPP or TOT assessments, contact Commissioner of Revenue's Business Division at 703-228-3060 or by email at business@arlingtonva.us.

For questions about payments, please contact the Treasurer's Office at 703-228-4000 or by email at treasurer@arlingtonva.us.

CHANGE OF ADDRESS FORM

Use the blocks provided below to change the mailing address printed on this mailing. The new address will be used to send out next year's returns and other correspondence.

My corrected /new mailing address is as follows:

Company Name _____ Account Number _____

Street Address _____

City _____ State _____ ZIP _____ Telephone _____

E-mail _____

Please return this form with your monthly return in the envelope provided.