



# Transient Occupancy Tax Registration

**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     Bed & Breakfast     House/Condo     Other: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Rental Platforms Used: \_\_\_\_\_

Person(s) responsible for filing monthly tax returns:

NAME AND TITLE

PHONE

\_\_\_\_\_

Email: \_\_\_\_\_

**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 \*\*\***