



## SELLER'S WORKSHEET FOR REPORTING LODGING TAX

(Pursuant to Section 58.1-3819, Code of Virginia)

**Town of Burkeville  
P.O. Box 277  
Burkeville, VA 23922  
434-767-4097**

REPORT OF THE MONTH OF: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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|--|----------|
| 1. Gross Lodging charges   | \$ _____ |
| 2. Lodging Tax – 5.5% of gross charges (Item 1)  | \$ _____ |
| 3. Discount – 3% of Lodging Taxes (Item 2) to be subtracted from Item 2 and retained by the seller if paid by the 20 <sup>th</sup> of the month. | \$ _____ |
| 4. Total Lodging Tax due (if paid by the 20 <sup>th</sup> of the month)  | \$ _____ |

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The Lodging tax is due and payable to the Town of Burkeville by the 20<sup>th</sup> of the month following the month for which this report is being made.

A penalty will be applied to the Lodging Tax of 10% if not received by the due date. Also, the discount does not apply if not paid by the due date.

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|--|----------|
| 5. Penalty (10% of Lodging Tax or \$10.00, whichever is greater) | \$ _____ |
| 6. Total Lodging Tax Due (Total of items 2 and 5)                | \$ _____ |

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Please include this sheet with your payment. Thank you!

\_\_\_\_\_  
Signature