



TIFFANY M. BOYLE
Commissioner of the Revenue
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CITY OF NEWPORT NEWS - LODGING TAX

ACCOUNT NUMBER	NUMBER OF NIGHTS/ROOMS RENTED IN MONTH _____
LOCATION: FOR THE MONTH OF: PAYMENT DUE ON OR BEFORE:	LODGING FEE \$1.00 PER NIGHT/ROOM \$ _____
	PENALTY \$ _____
	INTEREST \$ _____
	TOTAL DUE \$ _____
	PAYMENT \$ _____
	BALANCE DUE \$ _____
	COR ONLY (A.O.H.) \$ _____

I HEREBY CERTIFY THAT THE FIGURES SHOWN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF OWNER/AUTHORIZED AGENT _____ PRINT NAME AND TITLE OF OWNER/AUTHORIZED AGENT _____ DATE _____
Note: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter (Code of VA § 58.1-11)

If the information is incorrect, the business closed, or an entity change has taken place, check the box and complete the reverse side

DO NOT DETACH ----- RETURN BOTH COPIES TO THE COMMISSIONER OF THE REVENUE

Commissioner of the Revenue Copy

LODGING TAX

ACCOUNT NUMBER	
BUSINESS NAME: LOCATION: FOR THE MONTH OF: PAYMENT DUE ON OR BEFORE:	
NUMBER OF NIGHTS/ROOMS RENTED IN MONTH	_____
LODGING FEE \$1.00 PER NIGHT/ROOM	\$ _____
PENALTY	\$ _____
INTEREST	\$ _____
TOTAL DUE	\$ _____
PAYMENT	\$ _____
BALANCE DUE	\$ _____
COR ONLY (A.O.H.)	\$ _____

PAYMENT MUST BE MADE IN FULL

MADE PAYABLE TO: TREASURER, CITY OF NEWPORT NEWS

Treasurer Copy

COR 7 - Jan 2018

**COMMISSIONER OF THE REVENUE
BUSINESS RELATED TAXES DEPARTMENT (757) 926-8644**

For assistance in computing a tax liability, closing an account, or any other account information, please contact one of our two office locations by visiting, calling, or emailing. In addition, you may visit the Commissioner's website for general information and blank forms. Contact information is located on the front of this form.

NAME, ADDRESS, AND SIMILAR CHANGES

New Business Location: _____
(If the business location moved from Newport News to **outside** of the city complete the Closures/Entity Changes section below.)

Date business moved to the new location: _____

New business phone: (_____) _____

New mailing address: _____

New main office name, address, & phone: _____

New address & phone for current owner/officer: _____
(Do not enter new owner/officer. If your business has a new owner/officer you MUST contact our office.)

CLOSURES / ENTITY CHANGES

Newport News Code of Ordinances Chapter 40 provides the duty of the collector going out of business as follows. Whenever any person required to collect and pay this tax to the city quits, closes, or otherwise disposes of the business, **the tax shall become immediately due and payable and such person shall immediately make a report and pay the tax due.**

Date Business Closed / Entity Changed: _____

Current Mailing Address: _____

Current Phone Number: (_____) _____

Final Tax Period of Operation (Month/Year) _____ / _____ Gross Receipts \$ _____

Calculate Final Liability Tax \$ _____ Penalty \$ _____ Interest \$ _____
(less discount if applicable) (if applicable) (if applicable)

Amount of Payment Enclosed for the Final Tax Liability \$ _____

SIGNATURE - Please sign if any of the above sections have been completed.

I declare that the above statements and figures herein given are true, full and correct to the best of my knowledge and belief.

Signature of Owner / Authorized Agent

Print Name & Title of Owner / Authorized Agent

Date

NOTE: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter. (Code of VA §58.1-11)

Office Use Only: PENDING: _____ PROCESSED: _____ VERIFIED: _____ BUSINESS LICENSE: _____ BPP/M&T: _____

Important Reminder

Be advised the date of the postmark shall be deemed to be the date the payment is made. We only accept USPS postmark dates, not privately owned postage meters. Payments with a USPS postmark date after the due date of the 20th of the month are considered late. When the 20th of the month falls on a weekend or a holiday, the due date will be the following business day. Please ensure payments are received timely by mailing and obtaining a USPS postmark on or before the due date. Failure to pay timely will result in penalties and interest which accrue until satisfied.