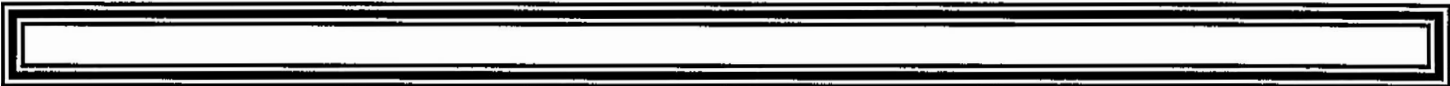




TOWN OF HERNDON
 777 LYNN ST
 HERNDON, VIRGINIA 20170-4602
TRANSIENT OCCUPANCY TAX

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE _____ ZIP _____



<u>DESCRIPTION</u>	<u>AMOUNT</u>
MONTH:	_____
TOTAL ROOM RECEIPTS:	_____
TAX: (6% of receipts)	_____
LESS COLLECTION FEE: (3% of tax if paid by the 20 th of month)	_____
TOTAL TAX DUE:	_____
10% PENALTY (after the 20 th of the month)	_____
10% INTEREST (after the 30 th of the month)	_____
TOTAL:	_____

This Report and payment is due on or before the **Twentieth** day of the month following the Month during which the tax was collected. Checks should be made payable to the Town of Herndon. Payments received after the **Twentieth** day of the month shall incur a penalty of 10% of the tax due or ten dollars, whichever is greater. In addition to the penalty, interest of 10% per annum shall be assessed on all delinquent transient occupancy tax payments. Payments received after the **Twentieth** of the month will also forfeit the 3% collection fee. If you require additional assistance, please call (703)435-6800 ext.2036.

PLEASE SEND COPY OF INVOICE WITH CHECK MADE PAYABLE TO:

TOWN OF HERNDON
 777 LYNN ST
 HERNDON, VIRGINIA 20170-4602
 Department of Finance
 FAX (703) 435-6813
 www.herndon-va.gov