



**Montgomery County**  
**Commissioner of the Revenue**  
Brenda H. Winkle, Commissioner of the Revenue

755 Roanoke St, Suite 1A Christiansburg, VA 24073  
Email: [taxreliefmobilehomes@montgomerycountyva.gov](mailto:taxreliefmobilehomes@montgomerycountyva.gov)

**REPORT OF TRANSIENT OCCUPANCY TAX COLLECTED**

- INSTRUCTIONS:
1. Complete this form.
  2. Make check payable to: **Treasurer, Montgomery County**
  3. Mail form and check to the following address:

Commissioner of the Revenue  
County of Montgomery  
755 Roanoke St. Suite 1A  
Christiansburg, VA 24073

**Report and payment due on or before the 20th day following the end of the quarter.**

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**QUARTER ENDING THE MONTH OF** \_\_\_\_\_

Name of Hotel, Motel or Other Lodging Place: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Total Receipts from Room, Lodging, or Space Rental: \$ \_\_\_\_\_

Times the Rate: X \_\_\_\_\_ 3%

TOTAL TAX: \$ \_\_\_\_\_

Signature of Owner, Partner or Officer: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

**Taxpayers - Do not write below this line**

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Post Mark Date: \_\_\_\_\_ Walk-in / Drop box Date: \_\_\_\_\_