



## Municipal Corporation of Cape Charles 2025 Transient Occupancy Tax Return

2 Plum Street, Cape Charles, VA 23310  
(757)-331-3259 x20, 21, or 26  
Email: [ryan.silvey@capecharles.org](mailto:ryan.silvey@capecharles.org)

Part 1: Business Information	
Business Name:	
Physical Address:	
For the Month Ending:	
*If filing for more than one rental unit, YOU MUST ATTACH AN ITEMIZED LISTING of each unit including the gross rent amount and tax due.	
Part 2: Owner Contact Information	
Name:	
Address:	
Email:	Phone Number:
Part 3: Property Management Company (If Applicable)	
Name:	
Address:	
Email:	Phone Number:
Part 4: Tax Information	
Total Gross Receipts	A. \$
Less Exempt Receipts (see reverse side)	B. \$
<i>4% Tax Liability (Net Taxable Receipts x .04)</i>	C. \$
Hotels/BnB's - Total of    nights x flat fee of \$1 per room	D. \$
Rental Homes - Total of    nights x flat fee of \$4 per night	E. \$
<b>TOTAL of all taxes due - Tax Liability</b>	F. \$
Plus 10% late filing penalty (Tax x .10)	G. \$
Plus Interest (see reverse side)	H. \$
5% Discount if Remitted by Owner	I. \$
<b>Tax Payable to Town of Cape Charles</b>	J. \$
Remitted by VRBO	K. \$
Remitted by Airbnb	L. \$
Remitted by Owner/Property Manager/Other Agent	M. \$
Part 5: Acknowledgement	
Please refer to the reverse side of this form for additional information and instructions on how to complete this form.	
<p><b>*Note:</b> A 5% discount will be allowed only if this return is postmarked by the due date of the 20th day of the month following the month the tax is due. The owner or local manager may take the discount if sending payment, him/herself, but not if Airbnb, VRBO, etc. are remitting on their behalf. The discount is for the entity collecting and remitting the taxes. If filing for more than one rental unit, YOU MUST ATTACH AN ITEMIZED LISTING of each unit including the gross rent amount and tax due. I declare that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.</p>	
Signed: _____	Date: _____