



Grayson County VA

2024 TRANSIENT OCCUPANCY TAX FILING FORM - OWNER

FOR DIRECT BOOKING ONLY

Owners renting exclusively through Third Parties (Air BnB, VRBO, etc.) do NOT need to fill out this form. Third Party rental sites remit quarterly TOTs collected on behalf of Owners.

For 2024, I agree to submit 5 % of the rent collected each Quarter in the form of Transient Occupancy Taxes by the following due date:

- **Quarter One:** January-March is due by April 20th.
- **Quarter Two:** April-June is due by July 20th.
- **Quarter Three:** July-September is due by October 20th.
- **Quarter Four:** October-December is due by January 20th.

Form instructions:

- Please use one tax filing form for each lodging site.
- If there are no rentals for a quarter, please send email to visit@graysoncountyva.gov. In the subject line, provide the name of the lodging site and state “no rentals for quarter”.
- Payment may be made by:
 - Mailing form and payment to - **Grayson County Treasurer, PO Box 127, Independence, VA 24348.**
 - In person at the Grayson County Courthouse, Independence, VA.
 - We accept check, cash, money order, and credit card (Master Card, Visa or Discover). If paying by credit card, a 2.95% processing fee will be added to the total amount charged.
- Currently, online payment is not available.
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Lodging Site: _____

Tax Map #: _____

Name of Property Owner: _____

Owner Mailing Address: _____

Owner Email Address: _____

| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|---|-----------------------|----------------------|-------------------------|-------------------------|
| Total Gross Direct Rentals: | | | | |
| Transient Occupancy Tax (Gross Rentals x .05) | | | | |
| Date Due | April 20, 2024 | July 20, 2024 | October 20, 2024 | January 20, 2025 |

Quarter 1 Remittance Signature: _____ Date: _____

Quarter 2 Remittance Signature: _____ Date: _____

Quarter 3 Remittance Signature: _____ Date: _____

Quarter 4 Remittance Signature: _____ Date: _____

Remit by Mail to: Grayson County Treasurer, PO Box `17, Independence, VA 24348

On-time remittance of Direct Booking Transient Occupancy Taxes results in continued promotion of rental by the Grayson County Tourism and Economic Development Department on the Tourism website, printed materials and through social media.

Please contact the Tourism Department at visit@graysoncountyva.gov or 276-773-8002 or The Treasurer’s Office at 276-773-2731 with any questions.