

HOTEL/MOTEL OCCUPANCY TAX
REPORTING FORM
MARSHALL COUNTY, WEST VIRGINIA

NAME OF BUSINESS _____

BUSINESS LOCATION _____

MAILING ADDRESS _____

WEST VIRGINIA BUSINESS LICENSE # _____

REPORT FOR MONTH ENDING _____

COMPUTATION OF TAX	
1. TOTAL GROSS ROOM REVENUE THIS MONTH	
2. GROSS REVENUE FROM CREDIT SALES NOT COLLECTED DURING CURRENT MONTH	
3. MONTHLY ROOM REVENUE SUBJECT TO TAX (SUBTRACT 2 FROM 1)	
4. REVENUE FROM PRIOR CREDIT SALES RECEIVED FOR THIS MONTH	
5. TOTAL REVENUE SUBJECT TO TAX (ADD 3 & 4)	
6. TOTAL TAXES DUE THIS PERIOD (6% OF LINE 5)	
7. PENALTY *SEE NOTE BELOW	
8. TOTAL PAYMENT DUE (SUM OF ITEMS 6&7)	

Remittance shall be made payable to: Sheriff of Marshall County
PO Box 648
Moundsville, WV 26041

All taxes are due and payable by the 15th of the month following collections. All taxes remaining unpaid after the 15th shall be considered delinquent and subject to penalty. The first month that the tax is delinquent, a penalty of five (5%) shall be assessed for the delinquent period. Each additional month that the tax remains delinquent, an additional one (1%) percent penalty per month shall be assessed. No payment for a subsequent period shall be collected until all prior delinquent taxes have been paid in full with all penalties assessed thereto.

Signature of Taxpayer

Date