



**Town of Leesburg
Department of Finance
25 W Market St
Leesburg, Virginia 20176**

**QUARTERLY REPORTING OF COLLECTIONS,
1% DAILY SHORT-TERM RENTAL TAX**

BUSINESS NAME: _____

FOR QUARTER ENDING: _____ **20** _____

- 1) Actual Gross Receipts generated from rentals of short-term property for periods of 92 days or less: _____
- 2) Tax Due (1% of line 1): _____
- 3) Late Payment Penalty (10%): _____
- 4) Interest: _____
- 5) Total due (please enclose with form) _____

I hereby certify that this report is true and accurate to the best of my knowledge and belief.

Name and Title (please print)

Signature

Date

Report and payment due on or before the twentieth day of the month following the quarter during which tax was collected. Check or money orders should be made payable to the Town of Leesburg. If there are any questions, please call (703) 771-2723.