

**City of Petersburg
21 Mountain View Street
Petersburg, WV 26847**

HOTEL OCCUPANCY TAX – MONTHLY REMITTANCE

Period Ending _____

Business Name _____

Address _____

1. Total Sales in Lodging _____

2. minus Tax Exempt Sales _____
For non-profits with a tax-exempt certificate

3. minus Remittance for _____
Occupants over 30 Consecutive Days

4. Total of Taxable Income..... _____

5. Total Tax Due and Remitted _____
(taxable income multiplied by 6%)

TAX PAYMENT AND FORMS ARE DUE BY THE 15TH OF THE FOLLOWING MONTH.

Signature of taxpayer _____

Signature of person preparing form _____

Date _____ Phone number _____

**REMIT TO: City of Petersburg
21 Mountain View Street
Petersburg, WV 26847**

*Use the State of WV CST-200CU Sales & Use Tax Return Form
as an example on the above calculations.*

