



**CITY COLLECTOR'S OFFICE**  
915 Quarrier Street Suite 4  
Charleston, WV 25301

**Phone: (304)348-8024**  
**Fax: (304)348-1810**

## HOTEL/MOTEL OCCUPANCY TAX

Please make checks payable to City Collector and mail to: City Collector's Office, 915 Quarrier Street Suite 4; Charleston, WV 25301.

I HEREBY CERTIFY THAT THE FIGURES SHOWN ON THIS FORM ARE IN ACCORDANCE WITH ORDINANCE NO. 3893 OF THE CITY OF CHARLESTON, WEST VIRGINIA

Hotel Name \_\_\_\_\_

FOR THE MONTH ENDING \_\_\_\_\_

DUE DATE \_\_\_\_\_

OCCUPANCY RECEIPTS \$ \_\_\_\_\_

6% TAX ON ABOVE AMOUNT \_\_\_\_\_

PENALTY \_\_\_\_\_

INTEREST \_\_\_\_\_

TOTAL REMITTANCE \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

***RETURN THIS PORTION WITH REMITTANCE***



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***PLEASE RETAIN THIS COPY FOR YOUR RECORDS***