

**GRANT COUNTY COMMISSION
5 HIGHLAND AVENUE
PETERSBURG, WV 26847
304-257-4422**

The Grant County Commission and Grant County Convention & Visitors Bureau are proud of the significant increase in tourism. This is a direct reflection of the teamwork between the lodging industry in Grant County, County Commissioners, and the visitor's information center. In an effort to keep the economy of Grant County strong, the Grant County Commission, the Grant County Convention & Visitors Bureau, and the lodging industry have developed a strategic advertising campaign and are able to track those tourist inquiries to actual reservations in our County. To support the Grant County Convention & Visitors Bureau, the Grant County Commission enacted a hotel occupancy tax July 1, 2005, which provides the financial basis the Convention Bureau needs to be that successful force in our area.

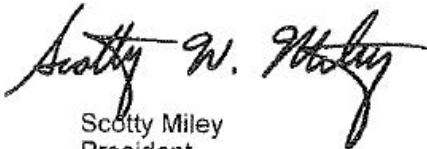
To continue the support of the Grant County Convention & Visitors Bureau and other such economic programs for Grant County and Petersburg, effective February 1, 2015, all hotels outside of the City of Petersburg limits will submit the enclosed forms with its 6% hotel occupancy tax remittance as described in the West Virginia State Code §7-18- 13. The deadline for submitting your 6% hotel occupancy tax is the 15th of each month. Failure to submit the form and remittance due by the 15th of each month will result in a mandatory \$100.00 fine.

Effective February 1, 2015, the Grant County Commission will take steps to ensure that all hotel occupancy taxes are being received on a timely basis. To achieve this goal, the County may audit hotels outside the city limits to ensure the guidelines are being met according to the West Virginia State Code §7-18-13.

If you have any questions about this procedure, please call the Chief Tax Deputy, Sheriff of Grant County, Marie Lantz at 304-257-1818.

Again, thank you for your continued business in Grant County and we appreciate your support.

Sincerely,



Scotty Miley
President
Grant County Commission

**Sheriff of Grant County
5 Highland Ave.
Petersburg, WV 26847**

HOTEL OCCUPANCY TAX – MONTHLY REMITTANCE

Period Ending _____

Business Name _____

Address _____

1. Total Sales in Lodging _____

2. Minus Tax Exempt Sales _____
Complete page for Tax Exempt Transactions & attach

3. Minus Remittance for _____
Occupants over 30 Consecutive Days-include on Tax Exempt Form

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: Sheriff of Grant County
Attention: Marie Lantz
5 Highland Ave.
Petersburg, WV 26847**

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

Sheriff of Grant County
5 Highland Ave.
Petersburg, WV 26847

HOTEL OCCUPANCY TAX – MONTHLY REMITTANCE

**TAX EXEMPT
TRANSACTIONS FOR**

Business Name

(month & year)

DATE of STAY

NAME of CUSTOMER

ROOM CHARGES

MONTH'S TOTALS _____

Additional entries may be listed on the back, but must be included in the total.

Identify each entry with "TE" for Tax Exempt or "30" for a 30 consecutive day stay. Tax Exempt transactions must be supported with the proper tax exempt forms.