

Frequently Asked Questions

1. What is Transient Occupancy Tax?

The Transient Occupancy Tax is a tax on room rentals for a period of less than 30 consecutive days. The Transient Occupancy Tax is authorized under the Henrico County Code Section 20-275.

2. Who pays the Transient Occupancy Tax?

The Transient Occupancy Tax is collected from the guest/renter of the room.

3. How do I calculate the amount of Transient Occupancy Tax due?

The Transient Occupancy Tax amount due is 8% of the payments received for room rentals. Payments received for room rentals include no-show fees, pet fees, internet charges, late check-out fees, and extra person fees. However, payments received for room rentals does not include Virginia sales tax collected from guests.

4. When is the Transient Occupancy Tax due?

The Transient Occupancy Tax and Filing is due on the 20th day following the month of collection (example: taxes collected in January would be due February 20th).

5. Do I have to file a return if I have no rental revenue or if I don't owe any taxes?

Yes, even if there is no rental revenue during a specific month, you must file a return of zero.

6. Are there penalties and interest with submitting the Transient Occupancy Tax late?

Yes. There is a 10% penalty on late filings; a 10% penalty on late payments; and a 10% interest charge of the total amount due.

7. Where do I file and pay the Transient Occupancy Tax?

Hosting platforms (or homeowners renting short term rentals without a hosting platform) must file and pay the transient occupancy taxes online at the following link: <https://businesstax.henrico.us/#/> .

Note: Businesses licensed as hotels, motels, or campgrounds file and pay transient occupancy taxes differently than short term rental operators. Please contact (804) 501-4310 for details.

8. For questions, please contact the Business Section at (804) 501-4310.