

FREDERICK COUNTY, VIRGINIA
COMMISSIONER OF THE REVENUE

107 North Kent Street, Winchester VA 22601 • PO Box 552, Winchester VA 22604-0552
Business Division www.fcva.us/cor
Phone: 540.722.8335 www.fcva.us/biztax
Fax: 540.667.6487

LODGING TAX FILING & PAYMENT INSTRUCTIONS

(Filing must be made by owner or person authorized to sign on behalf of Business)

Online Filing

- Go to www.fcva.us/biztax
- Under **"Business Common Tasks"** select **"Lodging Tax Monthly Return"** – [Online](#)
- **"Accept"** the terms and enter your **Email address**
- Search by **"By Account Number"** or **"By Business ID"**
- Enter your **"Business Name"** as it is registered (it may be necessary to only enter one word)
- Enter either **"Account Number"** or **"Business ID"** (Business ID is your federal EIN or social security number)
- Select the **"Tax Period"** using the drop-down menus
- Enter your **"Gross Receipts"** & **"Allowable Deductions"** if any
- Click on the **"Calculate Tax"** button to compute the tax
- Review the calculation and click on **"Verified/Continue"** or click on "Previous" to re-enter amount
- Sign the **Declaration** by clicking the radio button and complete the **Online Filer** information
- You must click **"Submit Filing and Continue"** to transmit the filing and complete the process
- A **"Filing Confirmation"** will appear
- You may select **"Pay On-line"** to immediately pay online
- A Receipt for Consumer Tax Filing - Lodging Tax with your completed **"Monthly Tax Return"** will be emailed to the email address provided

Online Payment (later)

- Go to www.fredtax.com
- Select **"Pay Taxes"** on the web page
- Select **"Other Payments"** and **"Pay Lodging Tax"** from the menu
- Screen will prompt you step-by-step through payment process

Mail Filing

- Go to www.fcva.us/biztax
- Under **"Business Common Tasks"** select, print, and complete **"Lodging Tax Monthly Return"** - [Printable](#)
- Mail to: COMMISSIONER OF THE REVENUE
PO BOX 552
WINCHESTER VA 22604-0552

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