



CITY OF RADFORD  
COMMISSIONER OF THE REVENUE  
Cathy Flinchum, MCR  
619 Second Street Room 161, Radford VA 24141  
Phone: 540-731-3613 / Fax: 540-267-3146

## LODGING TAX REGISTRATION ORDINANCE #1193

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Federal ID# \_\_\_\_\_

1. Name of Business: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Location of Business: \_\_\_\_\_  
Street Address

4. Business Mailing Address: \_\_\_\_\_

5. Class: \_\_\_\_\_  
Motel, Hotel, Rooming House, Bed and Breakfast, etc.

6. Home Address of Contact Person: \_\_\_\_\_

7. Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Contact Person

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

8. Type of Ownership: \_\_\_\_\_  
Individual – Partnership – Corporation

9. If Corporation: Name of official signing: \_\_\_\_\_

10. Business Start Date: \_\_\_\_\_

11. Name of business succeeding (if applicable): \_\_\_\_\_

12. Name of Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registration must be filed with the Commissioner of the Revenue prior to the opening of the business.  
Any changes are to be reported immediately.**

Mail to: Commissioner of the Revenue, 619 Second Street, Room 161, Radford, VA 24141