

# Lodging Tax Reporting Form

## -To Be Submitted to Pend Oreille County Hotel/Motel Tax Advisory Board

**PART A**

*All recipients of Hotel/Motel tax funds are required to complete and return with receipts and invoices.*

1. Event \_\_\_\_\_ Year \_\_\_\_\_ Total Lodging Tax Revenue Received \$ \_\_\_\_\_

2. Amount used by the event for tourism purposes \$ \_\_\_\_\_

**PART B**

*Jurisdictions funding festivals, special events and tourism-related facilities owned or sponsored by non-profit organizations or the local jurisdiction are required to complete this section of the form.*

Festival, Event, or Tourism Facility	Lodging Tax Revenue Expended (\$)	Estimated Number of Tourists*	Estimated Lodging Stays**	Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Person preparing report: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Instructions:**

- Use a separate line for each event.
- \* Include tourists, persons traveling more than 50 miles to the location of the event, festival or facility, and overnight stays in the area.
- \*\* "Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds.
- Use additional sheets as necessary.

**E-MAIL THIS FORM TO:**

**skiss@pendoreille.org**

**Or MAIL To:**

**Lodging Tax Report**

**c/o Steve Kiss, Commissioner**

**Pend Oreille County Board of Commissioners**

**624 W 4th street**

**PO Box 5025**

**Newport, WA 99156-5025**

**Return with receipts to be paid immediately following the funded event.**