

**Jurisdiction Lodging Tax Reporting Form - To Be Submitted to CTED no later than May 1<sup>st</sup> each year**

**PART A**

*All jurisdictions are required to fill this out per state law (RCW 67.28.1816(2), amended 2008))*

1. Jurisdiction \_ \_ Year \_ \_ Total Lodging Tax Revenue Received \$\_\_ \_
2. Amount used by the jurisdiction for tourism purposes \$\_\_ \_
3. Amount used by non-profit organizations exempt from taxation under IRS 501 (c)(3) or 501(c)(6) codes \$\_\_ \_
4. List of organizations receiving lodging tax from this jurisdiction (please attach list or use separate sheet of paper to list).

**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, Tourism Facility owned by a non-profit organization or by the local jurisdiction	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 (optional)
<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 or facility; use separate lines for multiple facilities operated by one organization.
- Specify funds allocated to each event/facility during this year, regardless of whether the recipient(s) spent the money during that year.
- \* 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.
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**E-MAIL THIS FORM TO:**  
[lodgingtaxreport@cted.wa.gov](mailto:lodgingtaxreport@cted.wa.gov)

**Or Mail To:**

**Lodging Tax Report  
Washington State Tourism  
P.O. Box 42525  
Olympia, WA 98504**

**no later than May 1<sup>st</sup> of each year reporting**