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.

<table>
<thead>
<tr>
<th>Festival, Event, or Tourism Facility</th>
<th>Lodging Tax Revenue Expended ($)</th>
<th>Estimated Number of Tourists*</th>
<th>Estimated Lodging Stays**</th>
<th>Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility</th>
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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.