

Red Lodge Tourism Business Improvement District -- Return Form

Line 1. Total Room Nights for the Quarter: total units for the use of lodging facilities.

Line 2. 30-Day Continuous Room Rentals: Charges for any individual that rents the same room for over 30 continuous days.

Line 3. Federal Employee Exemptions: Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.

Line 4. Uncollectible charges: (example NSF checks, cancellations, etc.)

Line 5. Other: please attach a separate sheet of paper explaining other circumstances. This would include but not be limited to comp rooms.

Line 6. Net Room Nights; Deduct lines 2,3,4, and 5 from line 1.

Line 7. Net Room Nights x \$1.00: Line 6 times \$1.00. Amount that will be levied for the TBID fees for the quarter.

Tourism Business Improvement District of Red Lodge

REPORTING PERIOD (circle one): 1ST Qtr (Jan, Feb, Mar) 2ND Qtr (Apr, May, Jun) 3RD Qtr (Jul, Aug, Sep) 4TH Qtr (Oct, Nov, Dec)

	ROOM NIGHT	TOTALS
Room Nights (month 1): _____	1. Total Room Nights for the Quarter	_____
Room Nights (month 2): _____	2. Less 30-Day Continuous Night Rentals	_____
Room Nights (month 3): _____	3. Less Federal Employee Exemption Room Nights	_____
TOTAL: _____	4. Less Uncollectible Room Nights	_____
(put on line 1 at right)	5. Other: Attach Explanation (Comp Rooms, etc.)	_____
	6. Net Room Nights	_____
	7. Net Room Nights _____ x \$1.00	_____

Signature _____ Title _____ Date: _____

Lodging Business Name: _____ Phone: _____

Physical Address: _____ Mailing Address: _____ Zip Code: _____

Return this Form and Check to:

City Hall
P.O. Box 9
Red Lodge, MT 59068

Makes checks payable to City of Red Lodge with TBID in the memo line.

Form is due on the 20th of the month following the close of the reporting quarter.

1 st Quarter – January, February, March	Report and Assessment due April 20 th
2 nd Quarter – April, May, June	Report and Assessment due July 20 th
3 rd Quarter – July, August, September	Report and Assessment due October 20 th
4 th Quarter – October, November, December	Report and Assessment due January 20 th