

Red Lodge Tourism Business Improvement District Return Form

Instructions:

- Line 1. Total Room Nights for the Quarter (total units for the use of lodging facilities)
- Line 2. 30- Day continuous room rentals (total nights that one individual rented same room for over 30 continuous days)
- Line 3. Federal employee exemptions (total nights rented to federal employees that use a federal credit card that is approved by the department or if you send a bill directly to the Federal Government)
- Line 4. Uncollectible charges (example NSF checks, cancellations, etc.)
- Line 5. Other (attach a separate sheet of paper explaining other circumstances, including but not 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 5 times \$1.00 = the amount to be levied for the TBID fees for the quarter)

This form is due on the 20th day of the month following the close of the reporting quarter.

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

Tourism Business Improvement District (TBID) of Red Lodge

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| Reporting for Quarter _____ | 1. Total Room Nights for the Quarter _____ |
| Room Nights (month 1) _____ | 2. Less 30-Day Continuous Night Rental _____ |
| Room Nights (month 2) _____ | 3. Less Federal Employee Exemption Room Nights _____ |
| Room Nights (month 3) _____ | 4. Less Uncollectible Room Nights _____ |
| TOTAL ROOM NIGHTS _____ | 5. Other: Attach Explanation (Comp Rooms, etc.) _____ |
| | 6. Net Room Nights _____ |
| | TOTAL DUE (Net Room Nights ___ x \$1.00) _____ |

Lodging Business Name _____ Phone Number _____

Physical Address: _____ Mailing Address _____

Signature _____ Title _____ Date _____

Please remit payment and this form to **Red Lodge Area Chamber** with **TBID** in the memo.

Drop off at 701 North Broadway or mail to PO Box 988 Red Lodge, MT 59068