

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.

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

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