

Tourism Business Improvement District Payment Reporting Form

Line 1. Total Room Nights for the Quarter: total rental 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 line1.* Total Room Nights less 30 Day Continuous Room Rentals, Federal Employee Exemptions, Uncollectible Room Nights and Other.

Line 7. Net Room Nights x \$2.00: Amount that will be levied for the TBID fees for the quarter

Fein: Property Federal Tax Identification number

Property Tax Code. Property Tax Code that will be used for billing TBID assessment

Tourism Business Improvement District of Kalispell, Montana

REPORTING PERIOD _____ Quarter - _____ - 20____

Fein: _____

ROOM NIGHTS

TOTALS

Property Tax Code: _____

1. Total Room Nights for the Quarter _____

Quarter Ending: _____

2. Less 30 Day Continuous Room Night Rentals _____

3. Less Federal Employee Exemption Room Nights _____

Monthly Breakdown of Room Night Fees Collected

Room Nights: _____ Month _____

4. Less Uncollectible Room Night Fees _____

5. Other: Attach Explanation (Comp Rooms etc.) _____

Room Nights: _____ Month _____

6. Net Room Nights _____

Room Nights: _____ Month _____

7. Net Room Nights _____ x \$2.00 _____

Signature: _____

Phone: _____ Date: _____ Title: _____

Name of Property _____

Physical Address _____ Zip Code _____

Mailing Address: _____ Zip Code _____

Return this Form to:
Kalispell City Treasurer
P. O. Box 1997, Kalispell, MT 59903

Payment and reporting form must be received or postmarked on last day of the month following the close of the reporting quarter.

1st Quarter - July, August, September

Due October 31

2nd Quarter - October, November, December

Due January 31

3rd Quarter- January, February, March

Due April 30

4th Quarter- April, May, June

Due July 31