**Hotel-Motel Excise Tax Restricted Spending**

**Project-Contractor Information Schedule (PCIS)**

To submit, save as .DOC (Microsoft Word) or .PDF (Adobe) file and provide to your local government point of contact

**Reporting of Promotion of Tourism, Conventions & Trade Shows (TCT) Restricted Spending**

*To be completed by DMO Staff and returned to Local Government Official completing Annual HMT Report.*

**Part I: Local Government Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Local Government (Taxing Entity): | Choose an item. | Report for Fiscal Year (Based on LG Fiscal Year): | Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
| Jurisdiction’s HMT Authorization Paragraph: | Choose an item. | Jurisdiction’s HMT Rate: | Choose an item. |

**Part II: DMO/Contracted Entity Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DMO/Contracted Entity Name: | | Click or tap here to enter text. | | | |
| Executive Director’s Name: | | Click or tap here to enter text. | | | |
| Preparer’s Name: | Click or tap here to enter text. | | Preparer’s Title: | Click or tap here to enter text. | |
| Preparer’s Email Address: | Click or tap here to enter text. | | Preparer’s Telephone Number: | | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| DMO/Contracted Entity is a (*Select One*): | 501(c)(6) Non-Profit Organization |  |
|  | State Authority (***not***local authority, such as a DDA, Tourism Authority, etc.) |  |
|  | Agency/Department of State Government |  |
|  | CVB Created by Local Act of General Assembly |  |
|  | Other – (Please describe: Click or tap here to enter text.) |  |

**Part III: Restricted Spending - TCT Expenditure - Reporting**

|  |  |  |
| --- | --- | --- |
| **Event, Site, or Activity Promoted** | **Description of Promotional Activity** | **Amount Expended** |
| ex. Monthly Farmer’s Market | Social media marketing via Facebook and Instagram; radio and television commercials, and billboards along Interstate 75 | $41,701 |
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|  | **Total TCT Expenditures:** | **$**Click or tap here to enter text. |

**Key Definitions:**

# "Destination marketing organization" (DMO) means a private sector nonprofit organization or other private entity which is exempt from federal income tax under Section 501(c)(6) of the Internal Revenue Code of 1986 that is supported by the tax under this article, government budget allocations, private membership, or any combination thereof and the primary responsibilities of which are to encourage travelers to visit their destinations, encourage meetings and expositions in the area, and provide visitor assistance and support as needed. (OCGA § 48-13-50.2(1))

# "Promoting tourism, conventions, and trade shows" means planning, conducting, or participating in programs of information and publicity designed to attract or advertise tourism, conventions, or trade shows. (OCGA § 48-13-50.2(4))

# *Please email any questions regarding restricted spending or the hotel-motel excise tax to* [*Research@dca.ga.gov*](mailto:Research@dca.ga.gov)