**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 Tourism Product Development (TPD) Restricted Spending**

**\*Only for use in jurisdictions collecting 6%, 7%, or 8% under OCGA § 48-13-51(b)\***

*To be completed by the Local Government, Local Authority, DMO, or other entity expending funds restricted to TPD spending 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 Rate: | Choose an item. |

\*If your local government *is not* on this list, DCA does not have record of a current ordinance for HMT being collected under authorization paragraph OCGA § 48-13-51(b) and does not have restricted funds available for TPD. If you believe to be an error, please contact the DCA Office of Research at [Research@dca.ga.gov](mailto:Research@dca.ga.gov).

**Part II: Expending Organization/Entity Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organization/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. |

|  |  |  |
| --- | --- | --- |
| Expending Organization 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 |  |
|  | Local Authority (DDA, Tourism Authority, etc.) |  |
|  | Local Government (Municipality, County, Consolidated Government) |  |
|  | Other – (Please describe: Click or tap here to enter text.) |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Description** | **Type of TPD Project** | **Expenditure Type** | **Amount Expended** |
| ex. Design, manufacturing, and installation of new wayfinding signage for downtown central business district, directing visitors to amphitheater, visitor’s center, city hall, library, and Third Street park | Wayfinding Signage | Capital Expense | $150,772 |
| Click or tap here to enter text. | Choose an item. | Choose an item. | $Click or tap here to enter text. |
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|  |  | **Total TPD Expenditures:** | **$**Click or tap here to enter text. |

|  |  |
| --- | --- |
| Description of “Other TPD Project” if selected above (as needed): | Click or tap here to enter text. |

**Key Definition:**

# "Tourism product development" means the expenditure of funds for the creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors, support visitors' experience, and are used by visitors. Such expenditures may include capital costs and operating expenses.  (OCGA § 48-13-50.2(6))

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