

Introduction

Thank you for taking the time to complete the FY2024 Hotel/Motel Tax (HMT) Report. If your Government has any other HMT Reports outstanding, make sure to click the links to the other surveys from our website here: [HMT](#)

[Homepage](#)

You can check which HMT Reports your government has completed here: [HMT Dashboard](#)

You can log out after completing any question and return at a later time to complete or modify that question or others. Also, you must provide a working email address to receive a confirmation email that DCA has received your report response.

For government's collecting at 5% or above, you will need to consult with your Destination Marketing Organization (DMO) in order to complete this report. They will need to fill out the Tourism, Convention, and Tradeshow (TCT) Project Contractor Information Schedule (PCIS) form for you, in order for you to input this information into the report later

on.

Here is the PCIS form to send to your DMO:

[PCIS_TCT](#)

For government's collecting under O.C.G.A. 48-13-51(b), then whomever is spending your Tourism Product Development (TPD) dollars, they will need to complete the PCIS form, in order for you to input this information into the report later on.

Here is the TPD PCIS form:

[PCIS_TPD](#)

Section I: Tax Authorization Verification

Section I: Tax Authorization Verification

Tax Authorization Paragraph	Tax Rate	Ordinance
$\$ \{e://Field/HMT\%20Paragraph\}$	$\$ \{e://Field/HMT\%20Rate\}$	$\$ \{$

Is the above information correct?

☐ Yes

☐ No

Section II

Section II: Tax Revenues Received

How much Hotel/Motel Tax was collected this fiscal year?

Has your government expended money to promote Tourism, Conventions, and Tradeshow (TCT) during this fiscal year (as defined by O.C.G.A. 48-13-50.2(1))?

☐ Yes

☐ No

How much Hotel/Motel Tax was expended to promote Tourism, Conventions, and Tradeshow (TCT) during this fiscal year?

How much Hotel/Motel Tax was expended in each of these categories during this fiscal year?

Supporting a facility owned or operated by a state authority for convention and trade show purposes or any other similar or related purposes

Supporting a facility owned or operated by a local government or local authority for convention and trade show purposes or any other similar or related purposes, if a written agreement to provide such support was in effect on January 1, 1987, and if such facility is substantially completed and in operation prior to July 1, 1987

Supporting a facility owned or operated by a local government or local authority for convention and trade show purposes or any other similar or related purposes if construction of such facility is funded or was funded prior to July 1, 1990, in whole or in part by a grant of state funds or is funded on or after July 1, 1990, in whole or substantially by an appropriation of state funds

Supporting a facility owned by a local government or local authority for convention and trade show purposes and any other similar or related purposes if construction of such facility is substantially funded or was substantially funded on or after February 28, 1985, by a special county 1 percent sales and use tax authorized by Article 3 of Chapter 8 of this title, as amended, and if such facility was substantially completed and in operation prior to December 31, 1993

Which recreation authority created by local Act of the General Assembly did your government partner with to expend Hotel/Motel Tax for the purpose of general recreation in this fiscal year? Enter the full name of the organization(s) below:

Organization 1

Organization 2

Organization 3

Organization 4

Organization 5

Has your government expended money to promote Tourism Product Development (TPD) during this fiscal year (as defined by O.C.G.A. 48-13-50.2(6))?

If your government did not expend money for TPD, it had to be expended on TCT instead (for authorization paragraph O.C.G.A. 48-13-51(b)).

- ☐ Yes
- ☐ No

How much Hotel/Motel Tax was expended on Tourism Product Development (TPD) during this fiscal year?

Which organization expended the Hotel/Motel Tax for Tourism Product Development (TPD)? This can be your government, or an outside organization. Enter the full name of the organization(s) below:

Organization 1

Organization 2

Organization 3

Organization 4

Organization 5

How much Hotel/Motel Tax was collected from State Parks under the jurisdiction of the Department of Natural Resources this fiscal year?

0

How much Hotel/Motel Tax was expended from State Park receipts for tourism promotion prominently featuring State Park facilities?

If you collected and expended amounts related to a State Park this report year, enter the full name of the State Park below:

State Park 1

State Park 2

State Park 3

State Park 4

Section III - TCT

Section III: Project Contractor Information Schedule

In this section, governments will submit and enter Project Contractor Information Schedules (PCIS) forms for restricted expenditures under Tourism Conventions and Tradeshow (TCT) and Tourism Product Development (TPD). If you don't have either of those expenditure types, hitting the next button will take you to the final, certification section.

Download the PCIS form for TCT below

This form needs to be sent to your contracted Destination Marketing Organization(s) (DMOs) (or other partner organizations) in order for them to fill out and send back to the government filling out this report. Your government will then both upload the completed PCIS form, AND complete

the corresponding section of this report. This way DCA both has record of what the DMO completed, and the data will be synthesized into our analytics system.

[PCIS_TCT](#)

Upload your PCIS TCT form here:

Enter in the PCIS TCT information below

Part I: Local Government Information

Local Government

Report for Fiscal Year (Based on Local
Government's Fiscal Year)

Jurisdiction's Hotel/Motel Tax
Authorization Paragraph

Jurisdiction's Hotel/Motel Tax Rate

Part II: DMO/Contracted Entity Information

DMO/Contracted Entity Name

Executive Director's Name

Preparer's Name

Preparer's Title

Preparer's Email Address

Preparer's Telephone Number

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)

Part III: Restricted Spending - TCT Expenditure - Reporting

	Event, Site, or Activity Promoted	Description of Promotional Activity	Amount Expended
	ex. Monthly Farmer's Market	ex. Social media marketing via Facebook and Instagram; radio and television commercials, and billboards along Interstate 75	ex. \$41,701
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Event, Site, or Activity Promoted	Description of Promotional Activity	Amount Expended
	ex. Monthly Farmer's Market	ex. Social media marketing via Facebook and Instagram; radio and television commercials, and billboards along Interstate 75	ex. \$41,701
14	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have another PCIS TCT form you need to enter? (up to four forms total)

☐ Yes

☐ No

Section III – TPD

Download the PCIS form for TPD below

This form needs to be sent to whichever organization (including your government) is expending the Tourism Product Development (TPD) dollars collected by your government. Your government will then both upload the completed PCIS form, and complete the corresponding section of this report. This way DCA both has record of the completed form, and the data will be synthesized into our analytics system.

[PCIS_TPD](#)

Upload your PCIS TPD form here:

Enter in the PCIS TPD information below

Part I: Local Government Information

Local Government	<input type="text"/>
Report for Fiscal Year (Based on Local Government's Fiscal Year)	<input type="text"/>
Jurisdiction's Hotel/Motel Tax Authorization Paragraph	<input type="text"/>
Jurisdiction's Hotel/Motel Tax Rate	<input type="text"/>

Part II: Expending Organization/Entity Information

DMO/Contracted Entity Name

Executive Director's Name

Preparer's Name

Preparer's Title

Preparer's Email Address

Preparer's Telephone Number

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)

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	ex. Wayfinding Signage	ex. Capital Expense	ex. \$150,772
1				
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15				

	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	ex. Wayfinding Signage	ex. Capital Expense	ex. \$150,772
16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have another PCIS TPD form you need to enter? (up to two forms total)

- ☐ Yes
- ☐ No

Section IV

Section IV: Report Certification

Name of Chief Elected Official:

Title of Chief Elected Official:

Name of Person Completing this
Report:

Email (HMT Report will be emailed to
this email after completion):

Telephone Number:

Date of Report:

By signing below, I certify that the information included on
the previous pages is complete and accurate.

×

SIGN HERE