

Local Transient Lodging Tax (TLT) Annual Reporting Form

Question Descriptions & Directions

[Click Here to Access the TLT Annual Reporting Form](#)

This guide walks through every question on the Local TLT Annual Reporting Form (Microsoft Forms). It explains what each question is asking and how to answer it. The form collects annual local TLT revenue and expenditure data, which is submitted securely and reviewed by state administrators. Please complete all required fields.

Important: One form per fiscal year

A separate form must be completed and submitted for each fiscal year being reported. If you are reporting on more than one year, fill out and submit the form once for each year. Do not combine multiple fiscal years into a single submission.

Before You Begin

- **Choose your reporting path.** Question 1 determines which sections you see. Local governments and DMOs/receiving entities complete different sections.
- **Required fields.** Questions marked with a red asterisk (*) on the form must be answered before you can submit.
- **Years.** Enter years as four digits in the format 'yyyy' (for example, 2025).
- **Dollar amounts.** Enter numbers only. Do not include text. Amounts should reflect actual collections and expenditures, not budgeted figures.
- **Percentages.** Enter the rate as a plain number: for example, enter 10 for 10%.
- **'n/a' and 'none' responses.** Where a question says to, enter 'n/a' or 'none' rather than leaving the field blank.
- **Gather your records first.** Have your fiscal-year financial reports, TLT collection records, and any agreement with the local government or DMO on hand.

Which sections will I complete?

	Local Government	DMO / Receiving Entity
Answer for Q1	"I am reporting for a local government collecting and reporting TLT directly"	"I am reporting for a DMO / entity receiving TLT revenue under a local government agreement"
Sections	Local Government TLT Report; Revenues and Expenditures; Narrative and Oversight; Contact Information (Q24–Q42)	DMO TLT Expenditure Report; Expenditure Breakdown; Accountability and Reporting; Contact Information (Q2–Q23)

Part 1: Entity Identification (All Respondents)

#	Question	Required	Description & Directions
1	Are you reporting for a local government that receives local TLT revenue, or a DMO / other entity that receives local TLT revenue under an agreement with local government?	Yes	Select one option: - Local government collecting and reporting TLT directly, or - DMO / entity receiving TLT revenue under a local government agreement. Your choice routes you to the correct set of questions.

Part 2: DMO / Receiving Entity Path (Questions 2–23)

Complete this part if you are a Destination Management Organization or other entity receiving TLT revenue under a local government agreement. Report how those funds were spent during the fiscal year.

A. DMO TLT Expenditure Report

#	Question	Required	Description & Directions
2	Fiscal Year Being Reported – Start Year	Yes	Enter the four-digit year in 'yyyy' format (at least 4 characters). This is the year your fiscal year began.
3	Fiscal Year Being Reported – End Year	Yes	Enter the four-digit year in 'yyyy' format. This is the year your fiscal year ended. Remember: one form per fiscal year.
4	Name of DMO / Receiving Entity	Yes	Enter the full legal name of your organization.
5	Name of the Local Government(s) providing TLT revenue	Yes	List each city or county that provided TLT revenue to your organization (e.g., City of Portland, Multnomah County).
6	Total TLT revenue received from local government(s)	Yes	Enter the total dollar amount of TLT revenue your organization received from all local governments during the fiscal year. Numbers only.

B. Expenditure Breakdown

For each category, enter the dollar amount (number only). If nothing was spent in a category, enter 0.

#	Question	Required	Description & Directions
7	Amount Spent on Tourism Marketing & Advertising	Yes	Total spent on marketing and advertising to promote tourism.
8	Amount Spent on Visitor Services & Information Centers	Yes	Total spent on visitor services, including operating visitor or information centers.
9	Amount Spent on Tourism-Related Events & Festivals	Yes	Total spent on events and festivals that support tourism.
10	Amount Spent on Tourism Infrastructure & Facilities	Yes	Total spent on tourism infrastructure and facilities.
11	Amount Spent on Grants / Programs	Yes	Total spent on grants or programs funded with TLT revenue.
12	Amount Held in Capital Reserves	Yes	Total TLT funds held in capital reserves at the end of the fiscal year. Enter 0 if none.
13	Amount Spent on Administrative / Overhead Costs	Yes	Total spent on administrative and overhead costs.

C. Any Other Expenditure Category

Use this section only if you spent TLT funds on a category not listed above.

#	Question	Required	Description & Directions
14	Other Expenditure Category Description(s)	Optional	Describe each additional category (e.g., Research & Data Collection). If you have more than one, list each clearly.
15	Other Expenditure Amount(s)	Optional	Enter the dollar amount for each category described in Q14, in the same order. Leave blank if there are no other categories.

Tip: Check your math

Before continuing, confirm that the amounts in Q7–Q15 are consistent with the total revenue reported in Q6. If amounts do not reconcile (for example, because of carry-over funds), consider explaining this in Q18 or the narrative fields.

D. Accountability and Reporting

#	Question	Required	Description & Directions
16	Description of Major Tourism Campaigns or Programs Funded	Yes	Describe the primary tourism campaigns, programs, or initiatives funded with TLT revenue this fiscal year.
17	Measurable Outcomes Achieved	Yes	Provide measurable outcomes or metrics showing the impact of TLT-funded activities (e.g., visitor counts, room nights, economic impact).
18	Compliance with terms of agreement	Yes	Summarize how the terms of your agreement with the local government have been met, including key deliverables satisfied. Enter 'n/a' if not applicable.

E. Contact Information

#	Question	Required	Description & Directions
19	Name of local jurisdiction where DMO/entity operates	Yes	Enter the city and/or county where your organization operates (e.g., City of Bend, Deschutes County).
20	Contact Name	Yes	Full name of the person completing this report.
21	Contact Phone Number	Yes	A phone number where the state can reach you with questions (e.g., (541) 555-0100).
22	Contact Email Address	Yes	An email address for follow-up correspondence.
23	Contact Title/Role	Yes	Your job title or role within the organization.

Part 3: Local Government Path (Questions 24–42)

Complete this part if you are a local government collecting and reporting TLT directly. Please complete all fields for the fiscal year being reported. Dollar amounts should reflect actual collections and expenditures.

A. Local Government TLT Report: Fiscal Year and Rates

#	Question	Required	Description & Directions
24	Fiscal Year Being Reported – Start Year	Yes	Enter the four-digit year in 'yyyy' format. One form per fiscal year.
25	Fiscal Year Being Reported – End Year	Yes	Enter the four-digit year in 'yyyy' format.
26	Legacy TLT rate (attributable to before July 2, 2003)	Yes	Enter the portion of your TLT rate that was in place before July 2, 2003, as a number (e.g., 10 for 10%).
27	New/Increased TLT rate (on or after July 2, 2003)	Yes	Enter the portion of your rate that was adopted or increased on or after July 2, 2003. For example, if the rate was increased by 2%, enter 2. Enter 0 if there has been no increase.
28	Total Local TLT rate in place	Yes	Enter your total local TLT rate as a number (e.g., 10 for 10%). This should generally equal the legacy rate (Q26) plus the new/increased rate (Q27).

B. Revenues and Expenditures

Enter dollar amounts only. If nothing was spent in a category, enter 0.

#	Question	Required	Description & Directions
29	Total TLT revenue collected for the fiscal year (in \$)	Yes	Total actual TLT revenue your jurisdiction collected during the fiscal year.
30	Amount spent on local government services (in \$)	Yes	Total TLT revenue spent on local government services.
31	Amount spent on tourism promotions (in \$)	Yes	Total spent on tourism promotion. Include amounts expended under agreement with destination management organizations.
32	Amount spent on tourism-related facilities (in \$)	Yes	Total spent on tourism-related facilities. Include amounts expended under agreement with destination management organizations.
33	Amount spent on small business resiliency grants (in \$)	Yes	Total spent on small business resiliency grants. Include amounts expended under agreement with destination management organizations.

#	Question	Required	Description & Directions
34	Amount kept as Capital Reserves	Yes	Total TLT funds held in capital reserves. Enter 0 if none.
35	Purpose(s) of the Capital Reserve	Optional	Describe the purpose(s) of any capital reserve reported in Q34. Leave blank if there is no reserve.

Tip: Check your math

Confirm that the amounts in Q30–Q34 are consistent with the total collected in Q29, and that Q28 matches the combined rates in Q26 and Q27.

C. Narrative and Oversight

#	Question	Required	Description & Directions
36	Changes in allocation methods or use definitions	Yes	List any changes in how TLT funds were allocated or how uses were defined this fiscal year. Enter 'none' if not applicable.
37	Summary of advisory board meetings or oversight actions	Yes	Briefly summarize any advisory board meetings, votes, or oversight actions taken this year related to local TLT. Enter 'n/a' if not applicable.

D. Contact Information

#	Question	Required	Description & Directions
38	Name of local jurisdiction	Yes	Enter your city and/or county (e.g., City of Eugene, Lane County).
39	Contact Name	Yes	Full name of the person completing this report.
40	Contact Phone Number	Yes	A phone number where the state can reach you with questions (e.g., (541) 555-0100).
41	Contact Email Address	Yes	An email address for follow-up correspondence.
42	Contact Title/Role	Yes	Your job title or role within your jurisdiction.

Submitting Your Report

- Review every answer, especially dollar amounts, rates, and fiscal years, before you submit.
- [Submit the form](#). The data you submit is sent to the form owner and reviewed by state administrators.
- **Reporting on additional fiscal years?** Start a new form and repeat the process. Each fiscal year requires its own separate submission.