

# CTAA Religious & Charitable Organizations Refund Process

The Convention and Tourism Assessment Area (CTAA) Management Plan provides for an exemption to religious and charitable organizations. If you qualify for the exemption at the time of your stay must be:

- For greater than \$1,000 or greater with a TC-721 Exemption Certificate; or
- Pursuant to a contract with the lodging provider with a TC-73 Sales Tax Exemption Contract (Contract (a purchase order is not considered a contract for this purpose).

**Note:** Purchases are not “paid directly” if the employee pays with their own funds (even if the money is reimbursed).

Religious and charitable organizations that do not meet either condition above must pay the assessment at the time of purchase and request a refund from the Salt Lake County Treasurer. We will have a refund form available on our website.

Please remember these items when you submit your refund request:

- Complete a refund request form available on our website at [slco.org/treasurer/ctaa/](http://slco.org/treasurer/ctaa/) or in person at our office.
- Be sure to include a copy of the final hotel folio along with proof of payment by entity check or P-Card. (requests without proof of payment by entity may be denied)
- Any other supporting documentation you feel we might need: receipts, invoices, schedules, work papers used to calculate the refunds, etc.

Interest will be computed from the time the original return is due, excluding any filing or payment extensions, to the date the payment is received for underpayments. Interest may not be allowed on an overpayment of the assessment if the overpayment is refunded within 90 days after the last day prescribed for filing the return.

- Interest will be computed on overpayments from the date the original return was filed; or
- The due date for the original return not including any extensions for filing the original return; and
- That ends on the date Salt Lake County receives the amended return.

Documentation and questions can be submitted to [SLCoCTAA@saltlakecounty.gov](mailto:SLCoCTAA@saltlakecounty.gov) or in person/mail to:

SLCO Treasurer  
Attn: CTAA Refunds  
2001 S State St Ste N1-200  
PO BOX 144575  
Salt Lake City, UT 84114-4575



Salt Lake County Treasurer  
CTAA Religious & Charitable Organizations Refund Request

Request can also be taken home and emailed to: [SLCoCTAA@saltlakecounty.gov](mailto:SLCoCTAA@saltlakecounty.gov) or faxed to (385)468-8301

Date: \_\_\_\_\_

Religious & Charitable  
Organization Name: \_\_\_\_\_

Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Phone Number: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Please include a copy of your **final hotel folio** with this request.  
Please allow 3 to 4 weeks for refund to be issued.  
Refund requests are processed in the order received.