

CTAA Reimbursement Refund Process

The Convention and Tourism Assessment Area (CTAA) Management Plan provides for a refund process to be setup for certain government agencies. The assessment will **NOT** be collected on stays of thirty (30) or more consecutive days or on stays for use for an essential government function; and paid by a federal government agency or a foreign diplomat with a U.S. issued tax exemption.

If you are a Utah State or local government agency, you must pay the assessment at the time of purchase and request a refund from Salt Lake County. State and local government entities of other states are **NOT** exempt from the assessment. You may claim refunds for the CTAA assessment once per month. However, you must claim your refund within three years from the date you paid the assessment.

Please remember these items when you submit your refund request:

- Complete a refund request form available on our website at 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.

Documentation and questions can be submitted to 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 Reimbursement Refund Request



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

Date: _____

Utah State/Local Government
Agency Department _____

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.