

CTAA Hotel Partner Refund Process

The Convention and Tourism Assessment Area (CTAA) Management Plan provides for a refund process to be set up should there be a case of overpayment or underpayment of the assessment by one of our hotel partners.

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.
- Complete another Assessment Remittance Form, please note it as amended.
- Be sure to include a copy of the USTC STR TC-62T (requests without a TC-62T 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 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 Hotel Partner Refund Request



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

Date: _____

Hotel Name & Location

Address: _____

Request: _____

Name and Phone Number: _____

Mailing Address: _____

Signature: _____

Please include a copy of your **USTC STR TC-62T** with this request for processing
Please allow 3 to 4 weeks for refund to be issued.
Refund requests are processed in the order received.