

7/31/2023

To Whom It May Concern,

As Visit Salt Lake has mentioned to you in previous emails Salt Lake County has been tasked with collecting the CTAA assessment funds.

The Treasurer's Office has set up the CTAA collection process and your monthly remittance forms and funds will be managed by our office.

We have included a copy of the Assessment Form that has been created to report your monthly assessment. Outlined below is the process for which you can file the reports and remit funds:

1. This assessment will begin October 1, 2023, reporting and remittance of funds should be received by Salt Lake County by the last day of the following month.
  - a. i.e. October 1<sup>st</sup> – October 31<sup>st</sup> due by November 30, 2023
  - b. Please note that if the return is filed late there will be interest assessed at a rate of 6.25%. Simple interest will be calculated beginning as of the 1<sup>st</sup> day after the return is due.
2. Assessment reports can be mailed into our office or emailed:
  - a. Email: [SLCoCTAA@slco.org](mailto:SLCoCTAA@slco.org)
  - b. Mail to: Salt Lake County Treasurer  
Attn: SLCo CTAA  
2001 S. State Street #N1-200  
P.O. Box 144575  
Salt Lake City, UT 84114-4575
3. Checks should be made payable to the **Salt Lake County Treasurer** and mailed to the above address. We will also accept ACH or Wire Transfers, please contact the above email for wiring instructions.
4. If a return needs to be amended, please contact us for an amended form and refunds if applicable will be mailed out within 90 days of the last date prescribed for filing the return.
5. Copies of the form have been posted to our website at <https://www.slco.org/treasurer/ctaa/>
6. Account numbers for each hotel will be assigned for tracking purposes and will be emailed out to you by the middle of August.

If you have any questions please contact at (385)468-8300, option 5. Benton Johnson will be the main point of contact and can be reached directly at (385)468-8313. You may also email us at: [SLCoCTAA@slco.org](mailto:SLCoCTAA@slco.org).

Thank you,

Carrie Brown  
Director of Accounting  
Salt Lake County Treasurer's Office  
(385)468-8332 [carbrowns@slco.org](mailto:carbrowns@slco.org)



**K. Wayne Cushing**  
*Salt Lake County Treasurer*

**Phil Conder**  
*Chief Deputy Treasurer*

**Carrie Brown**  
*Accounting Director*

**Angie Vise**  
*Collections Director*