

# FY 2010-11 Spartanburg County Accommodations Tax Application General Instructions

- **Nine (9) copies** of completed application materials must be received by 5:00 p.m. on Monday, **March 1, 2010**. No applications will be accepted after March 1, 2010. Please mail all application materials to the address listed on the application.
- You may download the application to your hard drive and complete it on your computer, or you may download the application and fill it in by hand. Either method is acceptable. When downloading the application to your hard drive, please click on "File" then "Save As" then give the file an appropriate name. This will allow you to work on the file off-line.
- When completing the application, please limit your responses to the space provided on the application. When you print out the application you have completed on the computer, the only text you will see is the text visible in the box. Please provide clear and concise answers to each question, and make sure all the text is visible on the printed copies.
- Please submit nine (9) copies of the application, the one-page budget information requested in Section IIIA, and any supplemental materials (i.e. maps, brochures, etc.). **If you are submitting a comprehensive annual financial report (if applicable to your request), please submit only one (1) of those reports with your other materials.**
- Mail completed application materials to:

**SPARTANBURG COUNTY ACCOMMODATIONS TAX ADVISORY  
COMMITTEE  
C/O SPARTANBURG COUNTY ADMINISTRATION  
366 N. CHURCH STREET  
P.O. BOX 5666  
SPARTANBURG, SOUTH CAROLINA 29304**

- If you have any questions or concerns, please contact:

Cole Alverson  
Spartanburg County, Program Evaluation Manager  
(864) 562-4360  
[calverson@spartanburgcounty.org](mailto:calverson@spartanburgcounty.org)