Instructions for Reporting Lodging Tax Expenditures

Who must report?

Municipalities (cities, towns, and counties) that levy a local tax on lodging must report how distributions of lodging tax revenue are spent, as required by RCW 67.28.1816.

How to find the reporting site

Lodging tax expenditure data is collected through an online reporting system. The direct link to the reporting site is: https://app.leg.wa.gov/JLARCLodgingTax/.

How to log in to the reporting site

All users reporting lodging tax expenditures must create a Washing State Legislature (WSL) public account using their work email to access the Lodging Tax Expenditure Reporting System. If you do not have a WSL account, you will be prompted to create one.

When you click the **Account Log In** button, you will be prompted to log in with a Washington State Legislature (WSL) public account.

If you do not have a Public WSL account, select the **Sign Up Now** link directly under the Sign In button.
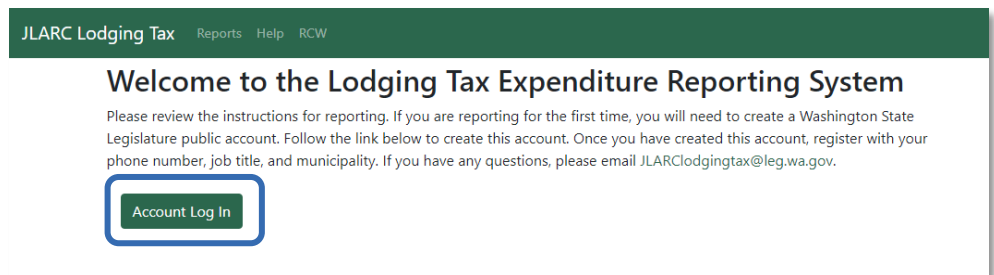
Enter your email address (preferably your work email), select the **Send verification code** button, a password, and your name to create the account.
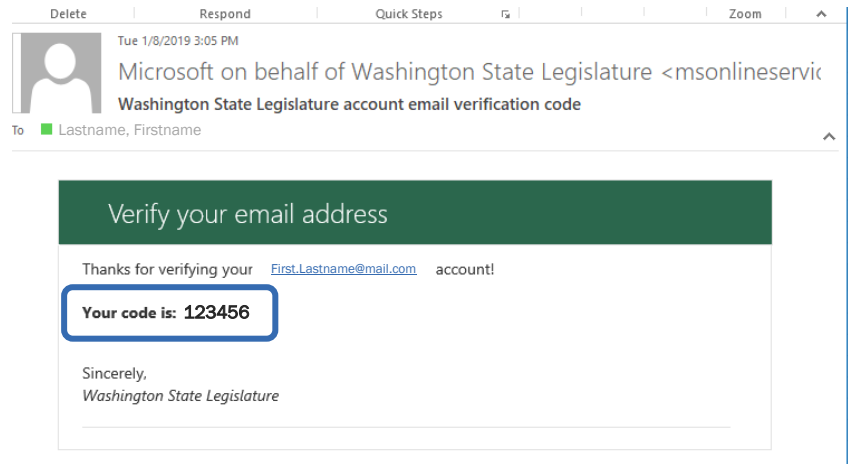
Check your Junk mail if you do not receive a code in your inbox.

Enter the verification code and select **Verify Code** then the account can be created by selecting **Create** once all the information is provided.

Note: *If your email domain has changed from prior reporting years, please contact* JLARClodgingtax@leg.wa.gov *to grant the new domain access to the reporting system.* You will need to create a new account.

Once you log into the reporting system, you will be promted to create a JLARC Profile with your name, email, phone number, job title, and municipality. You will fill this information out the first time you log in. If multiple people at your municipality are reporting expenditure data, you will be able to edit any data submitted for your municipality.

Once you have entered your first name, last name, and phone number, select **Register**, to be taken to the landing screen of the Lodging Tax Expenditure Reporting System.

How to report that your municipality had no expenditures

If your municipality did not spend any lodging tax revenue in 2023, click the Record No Expenditures for 2023 button.

A pop up will appear asking you to confirm that your municipality did not spend lodging tax revenue in 2023.

Check the No Expenditures box and Save. You may undo this action any time before the reporting deadline. You have successfully reported that you had no lodging tax expenditures in 2023 and are in compliance with state law.

Adding a new expenditure report

From the reporting site home page, click **Add a New Expenditure Report**. This will open a blank expenditure report form.
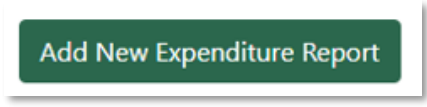
Activity Information

Year	**Organization*** ?
2023	
	(255 characters remaining)
Activity Name* ?	**Activity Type*** ?
	[Select] ⌄
(255 characters remaining)	
Start Date* ?	**End Date*** ?
[ ] View Calendar	[ ] View Calendar

Funds Requested ?   **Funds Awarded** ?   **Total Activity Cost** ?

Was this event affected by the ongoing public health crisis?

[Select] ⌄

Notes ?

(1000 characters remaining)

The fields with an asterisk (*) are required. If you are unsure what a term means, click on the question mark (?) next to the term for a definition. Please ensure that all data fields are as complete and accurate as possible. For detailed descriptions of each data field, see the Data Field Definitions document. If an event was affected by the public health crisis, please select **Yes** from the drop-down menu, and provide detail in the **Please explain** box. If the even was not affected, please select **No**.

Once the form is complete select **Save**. If you wish to receive a confirmation email, select **Save & Send Email**. You can also print the expenditure report for your records or cancel the report to return to the home page without saving.

Fill out an expenditure report form for each activity funded by lodging tax revenue during the calendar year specified on the expenditure report form. You may save the expenditure report forms and complete them at a later date.

Expenditure reports are due by the date listed on the lodging tax expenditure reporting system home page. After this time, no new reports or edits to existing reports can be made.

How to edit expenditure reports

Saved expenditure reports will appear as a list on the reporting system home page. You will be able to view and edit all reports for your municipality. To make changes to an expenditure report, select the **Edit** button next to the expenditure report. You may also delete expenditure reports by selecting the **Delete** button.

Activity ↑	Organization	Create Date	Last Saved	Action
Activity name	Organization name	2/27/2018	2/27/2018	Edit Delete

Technical review period

Prior to the reporting deadline, there will be an opportunity in to view expenditure reports submitted statewide.

You will receive an email announcing that the technical review period is open. During this time, the reporting system home page will have a link to a file with all data submitted by all municipalities for the year. Please take this time to review the data you have entered and make any corrections using the **Edit** button next to expenditure report on the reporting system home page.

Need help?

Please review our FAQ document. Additional questions may be directed JLARClodgingtax@leg.wa.gov.