

Instructions for Reporting Lodging Tax Expenditures

Updated January 2023

Who must report?

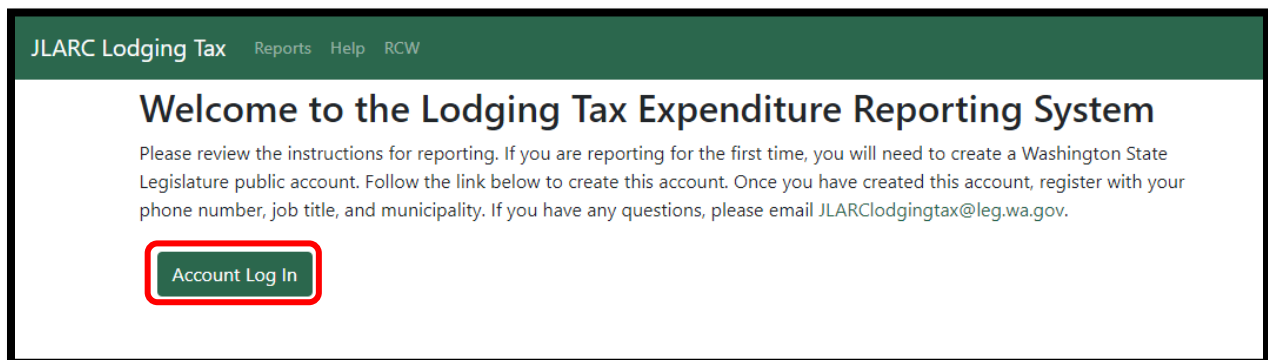
Municipalities (cities, towns, and counties) that levy a local tax on lodging must report how distributions of lodging tax revenue are spent, as required by [RCW 67.28.1816](#).

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/JLARC LodgingTax/>

How to log in to the reporting site

All users reporting lodging tax expenditures must create a Washington 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.



JLARC Lodging Tax Reports Help RCW

Welcome to the Lodging Tax Expenditure Reporting System

Please review the instructions for reporting. If you are reporting for the first time, you will need to create a Washington State Legislature public account. Follow the link below to create this account. Once you have created this account, register with your phone number, job title, and municipality. If you have any questions, please email JLARC LodgingTax@leg.wa.gov.

Account Log In

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



WASHINGTON STATE LEGISLATURE

Sign in with your Washington State Legislature account

Email Address

Password [Forgot your password?](#)

Sign in

or

Don't have an account? [Sign up now](#)

If you need any additional help, please contact support@leg.wa.gov.

If you do not have a Public WSL account, select the “Sign Up Now” link directly under the Sign In button.



WASHINGTON STATE LEGISLATURE

Sign in with your Washington State Legislature account

Email Address

Password [Forgot your password?](#)


Sign in

or

Don't have an account? [Sign up now](#)

If you need any additional help, please contact support@leg.wa.gov.

Enter your email address (preferably your work email), send verification code button, a password, and your name to create the account.

 **WASHINGTON STATE LEGISLATURE**

Sign up for a new Washington State Legislature account

Please enter the following details. *All fields are required.

***Email Address**

Send verification code

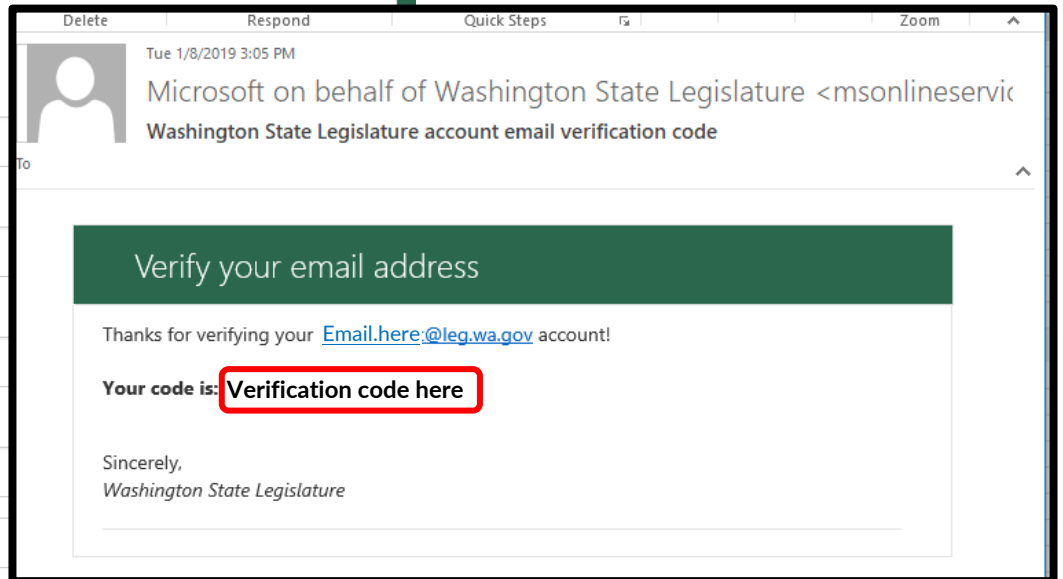
***New Password**

***Confirm New Password**


***First Name**

***Last Name**

If you need any additional help, please contact support@leg.wa.gov.



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

 **WASHINGTON STATE LEGISLATURE**

Sign up for a new Washington State Legislature account

Please enter the following details. *All fields are required.

***Email Address**

***Verification code**

***New Password**

***Confirm New Password**

***First Name**

***Last Name**

You will need to log in again to the system again. You can do so by selecting the **logging in** again link or clicking **JLARC Lodging Tax** in the upper left of the screen to be taken to the Account Log In screen.

JLARC Lodging Tax | [RCW](#) | [Reporting Instructions](#) | [Data Field Descriptions](#) | [FAQ](#) | [JLARC Annual Lodging Tax Report](#)

Your authentication expired. Please try **logging in** again.
If the error continues, please notify the Legislative Information Center at support@leg.wa.gov.

You will now be able to log in and begin reporting.

JLARC Lodging Tax | [Reports](#) | [Help](#) | [RCW](#)

Welcome to the Lodging Tax Expenditure Reporting System

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Log in as normal, with your new password. You may disregard the update notice, if you have just created an account.



WASHINGTON STATE LEGISLATURE



Sign in with your Washington State Legislature account

Email Address

Password [Forgot your password?](#)

Sign in

or

Don't have an account? [Sign up now](#)

If you need any additional help, please contact support@leg.wa.gov.

Once you log into the reporting system, you will be prompted 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.

JLARC Lodging Tax JLARC Annual Lodging Tax Report Reporting Instructions RCW

Create Your JLARC Profile

First Name

Last Name

Email Address

Phone Number

Extension

Position

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

JLARC Lodging Tax [RCW](#) [Reporting Instructions](#) [Data Field Descriptions](#) [FAQ](#) [JLARC Annual Lodging Tax Report](#)

Hello,
[Account Log Out](#) [Edit Profile](#)

Lodging Tax Expenditure Reporting System

Municipality Reporting Year
 [Load](#)

RCW 67.28.1816 requires that local governments annually report information about expenditures of lodging tax revenue. The Joint Legislative Audit and Review Committee (JLARC) has established an online system to collect data about lodging tax expenditures as required by state law.

Please fill out an expenditure report form for each activity funded by lodging tax revenue for _____ in 2022. The form collects information about the type of activity, funding, attendance, and lodging. The Data Field Descriptions document provides details about the information required for each data field. You may also report that your municipality did not spend lodging tax revenue in 2022.

The deadline for reporting 2022 expenditures is 4/20/2023. You may enter data and edit expenditure reports until 4/20/2023. Municipalities are responsible for entering complete and accurate data by this date. A preview of statewide expenditure data will be available before this deadline to help municipalities ensure the technical accuracy of their data.

If you have any questions, please review the Reporting Instructions, the FAQ, or email JLARClodgingtax@leg.wa.gov.

[Add New Expenditure Report](#) [Record No Expenditures for 2022](#)

How to report that your municipality had no expenditures

If your municipality did not spend any lodging tax revenue in 2022, click the “Record No Expenditures for 2022” button.

A pop up will appear asking you to confirm that your municipality did not spend lodging tax revenue in 2022.

No Expenditures

Check the box below to report that _____ did not spend lodging tax revenue in 2022. Checking this box will complete your reporting for 2022. You will be able to change this until 4/20/2023.

No Expenditures

[Save](#) [Cancel](#)

Check the “No Expenditures” box and save. You may undo this action any time before the reporting deadline.

JLARC Lodging Tax RCW Reporting Instructions Data Field Descriptions FAQ JLARC Annual Lodging Tax Report

Hello
Account Log Out Edit Profile

Lodging Tax Expenditure Reporting System

Municipality Reporting Year
2022 Load

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reported there were
no expenditures for 2022

[Click here to Undo](#)

You have successfully reported that you had no lodging tax expenditures in 2022 and are in compliance with state law.

Adding a new expenditure report

From the reporting site home page, click “Add a New Expenditure Report.”

JLARC Lodging Tax RCW Reporting Instructions Data Field Descriptions FAQ JLARC Annual Lodging Tax Report

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Municipality Reporting Year
2022 Load

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[Add New Expenditure Report](#) [Record No Expenditures for 2022](#)

This will open a blank expenditure report form.

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.

The screenshot shows the JLARC Lodging Tax Expenditure Reporting System interface. At the top, there is a navigation bar with links for "RCW", "Reporting Instructions", "Data Field Descriptions", "FAQ", and "JLARC Annual Lodging Tax Report". On the right side of the page, there are buttons for "Account Log Out" and "Edit Profile". The main heading is "Lodging Tax Expenditure Reporting System". Below the heading, there are input fields for "Municipality" and "Reporting Year" (set to 2022), with a "Load" button. The page contains several paragraphs of text explaining the reporting requirements and deadlines. At the bottom, there is a table with columns for "Activity", "Organization", "Create Date", "Last Saved", and "Action". The table contains one row with a sample entry and "Edit" and "Delete" buttons.

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Lodging Tax Expenditure Reporting System

Municipality Reporting Year

2022 Load

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Add New Expenditure Report

Activity	Organization	Create Date	Last Saved	Action
Activity name	Organization name	2/27/ 2022	2/27/ 2022	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.