

**Corporate Lodging  
Consultants, Inc.**

**8111 East 32<sup>nd</sup> St. N Suite 300  
Wichita, KS 67226-2614**



# Fax

**ATTN:**

**From:** E-commerce Department

**HOTEL NAME:**

**CLC HOTEL ACCT#:**

**Phone:** 800-425-3562

**Fax:**

**Fax:** 316-771-7801

**Date:**

**Number of Pages:** 2

● **Comments:** Thank you for informing us of your tax change. If you would please fill out the attached form and fax it back to me, **ALONG WITH A COPY OF THE TAX ORDINANCE OR SIMILAR DOCUMENTATION**, we will be happy to update our records. **\*\*PLEASE NOTE: WE CANNOT UPDATE THE TAX CHANGE WITHOUT A COPY OF THE DOCUMENTATION.\*\***

\*\*Also, we suggest making several BLANK copies of PAGE 2 for any future tax changes.

If you have any questions, please feel free to call 800-425-3562.

**NOTE:** This information is proprietary, confidential and the property of Corporate Lodging Consultants, Inc. (CLC) and/ or Crew Transport Services, Inc. (CTS). Information provided may not be released to any third party without written consent from CLC/CTS.

**CORPORATE LODGING CONSULTANTS, INC.**

# TAX CHANGE FORM

\*\*\*\*\*  
**WE MUST HAVE A COPY OF THE TAX ORDINANCE OR SIMILAR DOCUMENTATION ALONG W/ THIS FORM IN ORDER TO UPDATE YOUR TAX CHANGE. (WE CANNOT PROCESS THIS FORM WITHOUT IT!!)**  
\*\*\*\*\*

**Hotel CLC Account #** \_\_\_\_\_

Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned hereby certifies that the tax change listed below is true and correct as of this date.

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

**Effective Date of Tax Change** \_\_\_\_\_

**Prior Tax Percentage** \_\_\_\_\_

**Prior Single Rate** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Pre-Tax Rate) (Prior Tax %) (Prior Tax Inclusive Rate)

**Prior Double Rate** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Pre-Tax Rate) (Prior Tax %) (Prior Tax Inclusive Rate)

**New Tax Percentage** \_\_\_\_\_

**New Single Rate** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Pre-Tax Rate) (New Tax %) (New Tax Inclusive Rate)

**New Double Rate** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Pre-Tax Rate) (New Tax %) (New Tax Inclusive Rate)

E-Commerce **must** be notified in advance of any tax changes prior to billing Corporate Lodging. If E-Commerce is not notified of the tax change, CLC will make the change effective as soon as possible.

**Please Note: This form is not to be used for rate increases.**

**REMIT TO: Corporate Lodging Consultants, Inc.**  
ATTN: Electronic Commerce  
8111 East 32nd Street North Suite 300  
Wichita, KS 67226 FAX: (316) 771-7801