

Tourism Support Assessment

Front Desk & Remittance
Training

Revised January 2026



New Orleans is now one step closer to funding the vital sales, marketing, promotion, visitor management, and special event activities that keep our economy humming and put us on a more level playing field with competitor cities.

The Tourism Support Assessment also provides a funding stream to drive new international visitation and assist in securing new international and domestic airlifts for the city. None of this would be possible without you.

We are deeply appreciative of your support. New Orleans & Company has made this assessment a single unified team representing New Orleans and every property. We have strived to make this process as stress-free as possible for our hotels, visitors, and customers.



Sequence of Events

- Hospitality Master Plan Development
- Hospitality Tax Zone Corridor Development
- Senate Bill 242 Passed
- Act 410 Passed
- Hotel Referendum Approved

April 1, 2014 – Inception

- Legislation Amended 2025
- Hotel referendum approved December 19, 2025, for assessment increase effective January 15th, 2026, to 2.50%





NEW ORLEANS & COMPANY

1/13/2025

Remittance Instructions





Monthly Payments, Reports & Returns

Monthly Remittances: Each Member will remit Assessment Payments with the following:

1. A copy of the monthly Hotel Assessment Form
2. A copy of the sales and use tax return for the same period filed with the Louisiana Department of Revenue with respect to the use and occupancy of its hotel rooms.
3. An explanation for any discrepancies between tax returns and monthly Hotel Assessment Forms must be included with the reports. A detailed report with reasons as to why figures do not agree will be required to avoid delinquent penalties.

Sample of each can be found on the next slide.

Payments are accepted via Mail, Automated Clearing House (ACH), and Wire Transfer, however; ACH payment through the New Orleans and Company Portal is the recommended method of remittance.





Hotel Assessment Form

NEW ORLEANS & COMPANY

Hotel Assessment Form

Mail To :
 New Orleans and Company
 Tourism Support Assessment Account
 Post Office Box 51959
 New Orleans, LA 70151-1959

Business Name: _____

Business Address: _____

Member Number: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Filing Period: _____

IMPORTANT NOTICE: The Assessment paid on the rental of hotel/motel rooms is used to fund tourism and economic development projects in Orleans Parish. It is important that you completely and accurately fill out this Assessment Form to ensure that these funds are properly distributed. All Assessment Forms and payments are due on or before the 20th day of the month following the assessment period. Penalties will be assessed if remittance is delinquent.

1. Gross room rental receipts	1		00	
2. Less exempt rentals to federal, state or local government agencies	2		00	
3. Assessable room rental receipts (Subtract Line 2 from Line 1)	3		00	
4. Assessment Due (Multiply amount on Line 3 by 2.50%)	4		00	
5. Excess Assessment collected	5		00	
6. Total (Add Line 4 and Line 5)	6		00	
7. Delinquent Penalty (5% of assessment amount for each 60 days or fraction thereof that payment is delinquent, not to exceed 25% in aggregate)	7		00	
8. Total Remittance (Add Line 6 and Line 7)	8		00	

DO NOT SEND CASH PAY THIS AMOUNT >>

SUBMIT THIS ASSESSMENT FORM AND PAYMENT TO:
 New Orleans and Company
 Tourism Support Assessment Account
 Post Office Box 51959
 NEW ORLEANS, LA 70151-1959

Under the penalty of perjury, I declare that I have examined this form, including all accompanying documents, and to the best of my knowledge and belief, it is true, correct, and complete. If this form is prepared by a person other than the assessment payer, his declaration is based on all the information relating to the matters required to be reported on this form of which he has any knowledge.

Date _____ Signature _____ Signature of preparer other than assessment payer _____ Preparer ID _____

This assessment is due on or before the 20th day of the month following the assessment period covered and becomes delinquent on the first day thereafter. If the due date falls on a weekend or holiday, the assessment is due on the next business day and becomes delinquent the first day thereafter.

Telephone Number _____

Complete only if change in business status has occurred. Please print or type.

Date business discontinued _____ Date business sold _____ Name of purchaser _____

GENERAL INFORMATION

- All New Orleans and Company member hotels subject to the assessment are required to file a Hotel Assessment Form monthly. Forms are due on or before the 20th day of each month following the close of the period for which the Assessment is due. If the due date falls on a weekend or
 - All amounts on this form should be rounded to the nearest dollar.
 - Care should be exercised to ensure that the correct period is entered in the "Filing Period" space provided at the top of this form; the form
 - A copy of your State Hotel and Motel Sales Tax Return must be remitted with this report. Any discrepancies in state tax return filings and this assessment form must be explicitly explained in an attached detailed report with reasons as to why figures do not agree in order to avoid delinquent penalties.
- is signed and dated by the appropriate company official; a payment for the exact amount of the Assessment and penalty accompanies this form; and, the form and payment are submitted to:
 New Orleans and Company
 Tourism Support Assessment Account
 Post Office Box 59159
 New Orleans, LA 70151-1959

INSTRUCTIONS

- Line 1** - Enter the total gross receipts from the rental of hotel/motel rooms to transient guests.
- Line 2** - Enter the total of room rental receipts billed to, and paid directly by, a federal, state, or local governmental agency. Do not include room rentals paid by governmental employees. (This line will auto calculate)
- Line 3** - Subtract Line 2 (Less exempt rentals to federal, state, and local governmental agencies) from Line 1 (Gross room rental receipts). (This line will auto calculate)
- Line 4** - Multiply Line 3 (Assessable room rental receipts) by 2.50%. (This line will auto calculate)
- Line 5** - Enter the amount of excess Assessment dollars that was collected in the filing period of this return.
- Line 6** - Add Line 4 (Assessment Due) and Line 5 (Excess Assessment Collected). (This line will auto calculate)
- Line 7** - Any amount due becomes delinquent on the 21st day of the month following the Assessment period. If the remittance is filed late, a delinquent penalty of 5% must be calculated and entered on Line 7.
- Line 8** - Add Line 6 (Total Assessment) and Line 7 (Delinquent Penalty). Submit payment with return payable to **New Orleans and Company Tourism Support Assessment**



Electronic Payment Forms

Members electing to pay by ACH or Wire transfer must also email the required monthly Hotel Assessment Form and Tax Return to the following address:

NOCVB TSA@NEWORLEANS.COM





Automated Clearing House Payment Portal Instructions (ACH)

NEW ORLEANS & COMPANY

All ACH payments by each Member must be made online via the *Quick Pay* portal using the following instructions:

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Quick Pay portal instructions:

1. Login

Go to: <https://hwtreasury.billeriq.com/ebpp/NOCTB/>

Enter and confirm your Member Account Number

2. Start Payment

Click 'Pay Now'

3. Fill Form

Hotel Name, Your Contact Info, Payment Amount

****If this is your first time using this system, click on Add a Payment Method and enter your bank account information. Click on the box next to Agree and Add Account.***

Payment Method (select account from the dropdown box)

Enter the Hotel Address



Quick Pay portal instructions:

4. Finish

Click 'Continue to Payment'

5. Verify Payment

Confirm payment info is correct

Check the box to agree to terms & conditions

Click 'Make Payment'

6. Confirmation

Print your confirmation page

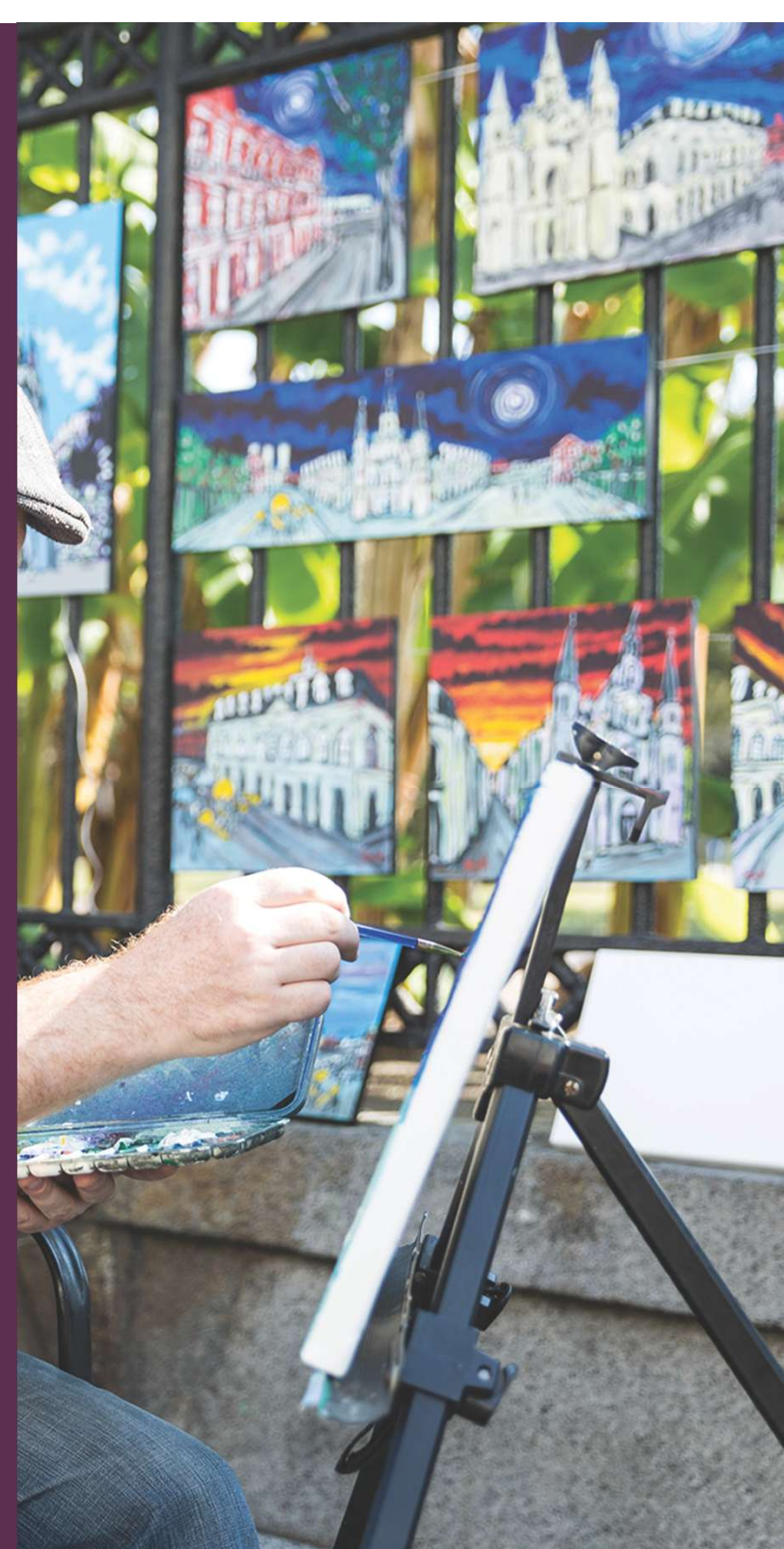
****Enroll & save your payment info → Click 'Enroll With Your Current Information' link at the bottom of the screen.***

Please note that there are no fees associated with this method of payment.

Automated Clearing House Instructions (ACH)

ACH payments by each Member must be directed to the Bank as follows:

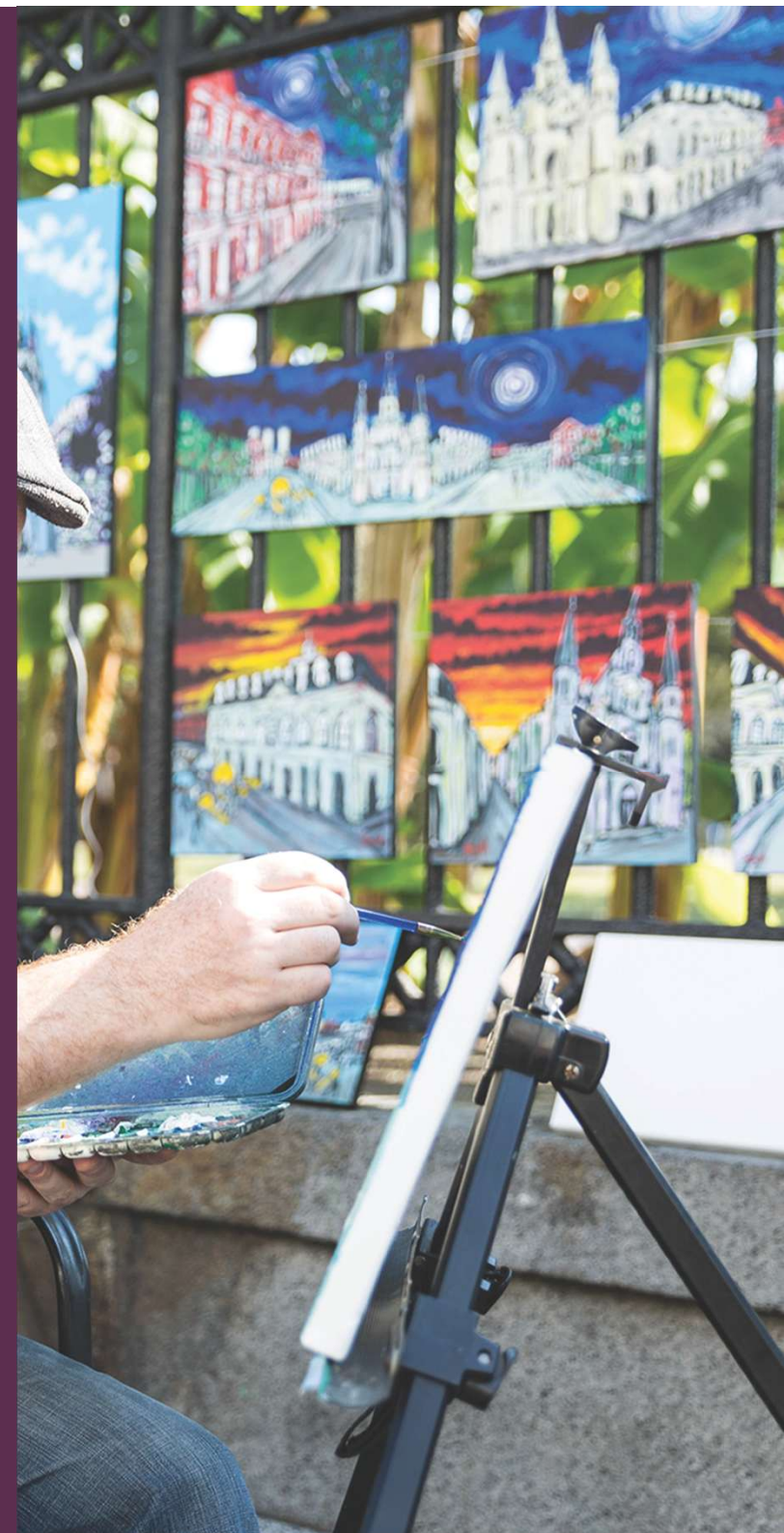
- Destination Bank: Hancock Whitney Bank
- ABA Number: 021052053
- Beneficiary: NOCVB
- Account Number: 76840533



Wire Transfer Instructions

Wire Transfer payments by each Member must be directed to the Bank as follows:

- Destination Bank: Hancock Whitney Bank
- ABA Number: 065400153
- Beneficiary: NOCVB
- Account Number: 76840533



Delivering By Mail

Remit Assessment payments with the applicable monthly Hotel Assessment Form and Tax Return to the Post Office Box listed below:

New Orleans and Company
Tourism Support Assessment Account
Post Office Box 51959
New Orleans, Louisiana 70151-1959

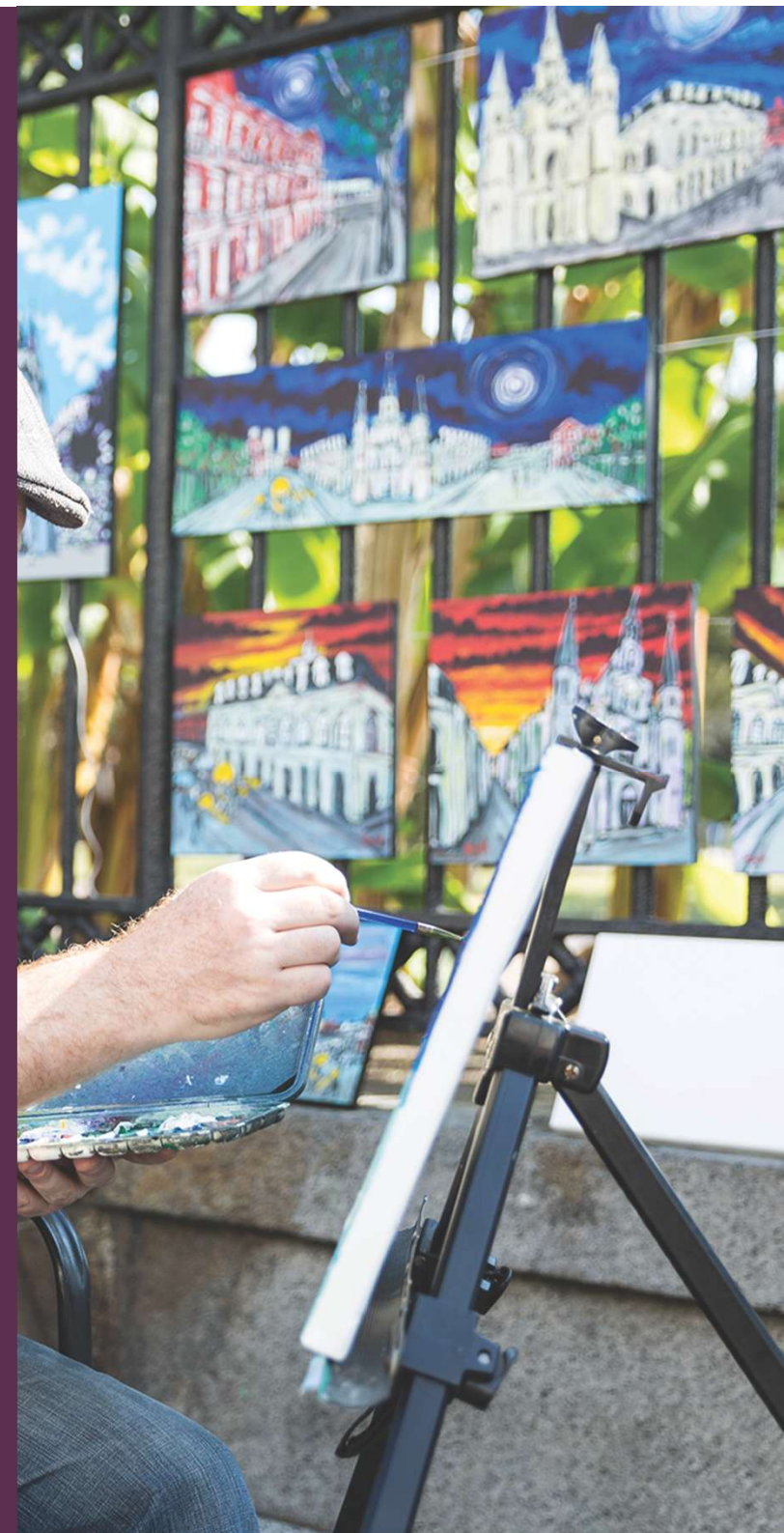
*An explanation for any discrepancies between tax returns and monthly Hotel Assessment Forms must be included with the reports. A detailed report with reasons as to why figures do not agree will be required to avoid delinquent penalties.



Remittance Due

Payments are due on or before the 20th day of each month following the close of the period for which the assessment is due.

Penalties will be assessed on any delinquent payments.



Thank you.

Tourism Support Assessment
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