

**APPLICATION PROCEDURES
HORRY COUNTY ACCOMMODATIONS TAX
ADVISORY COMMITTEE**

1. All applicants will completely fill out the provided application.
2. Current meeting location is The Myrtle Beach Chamber of Commerce at 9:00 a.m. The meeting dates are set based upon projected funds. Call the Committee Coordinator (below) to verify dates and times.
3. All applications **must be received by the Committee Coordinator at least 14 days prior to each meeting**. Applications received less than 14 days prior will be placed on the following agenda.
4. Please include a complete accounting for the previous fiscal year, plus proposed budget for current year.
5. Applicants, who have previously applied, will include a copy of your accounting of expenditures that was turned into Horry County Finance for your previous request.
6. You will need to be present at both meetings, however a presentation will only be allowed at first reading. Your absence at either meeting will result in removal from the agenda.
7. It is recommended, but not required, that 1st time applicant's contact a Committee member to determine any specific items you may need to provide.
A listing of the members of the Accommodations Tax Advisory Committee (ATAC) is on the Horry County website (horrycounty.org). Click on Boards & Commissions under the County Council listing and then click on Accommodations Tax Advisory Committee.
8. It is acceptable to forward additional information to each Committee member prior to the meeting. If additional information is sent to Committee members please also send this information to the Committee Coordinator (below).
9. Please send **10 copies** of your application.

MAIL YOUR APPLICATION TO:

Caroline Shipley
Committee Coordinator
Horry County Finance Department
P. O. Box 296
Conway, SC 29528-0296
Phone# 915-5260