

**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 8:30 a.m. The meeting dates are set based upon projected funds. Call the Committee Secretary to verify dates and times
3. All applications must be received by the Committee Secretary at least 14 days prior to each meeting. Applications received less than 14 days prior will be placed on the following quarter's 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 that 1<sup>st</sup> time applicants' contact a Committee member to determine any specific items you may need to provide.
8. It is acceptable to forward information to each Committee member prior to the meeting.
9. Please send 10 copies of your application.

**MAIL YOUR APPLICATION TO**

**Beth Harris**  
**Secretary**  
2560 N. Main St, Suite 7  
Conway, SC 29526  
ph. 915-6981