

2025

Reimbursement Packet  
Destination Event Funding



**MONROE COUNTY TOURIST DEVELOPMENT COUNCIL**

Organization  
Event Title  
Allocation  
ID#

Page |

ID#:  
Project#: T-X

**REIMBURSEMENT REQUEST COVER SHEET**

Completed Destination Event reimbursement requests should be emailed to the following address:

[TDCReimbursement@MonroeCounty-fl.gov](mailto:TDCReimbursement@MonroeCounty-fl.gov)

All reimbursement packets should be submitted electronically as one pdf file with the reimbursement page or letter of request as the front pages.

It is the responsibility of the event coordinator to confirm receipt of reimbursement request prior to agreement expiration date

**Name of Organization:**

**Name of Event:**

**\$ Contract ID:**

**Agreement Expiration Date:**

**Line Item Number:**

| Check # or Name of Credit Card Used | Check or Credit Card Date | Payee | Reason  | Amount Paid |
|-------------------------------------|---------------------------|-------|---|-------------|
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       |   |             |
|                                     |                           |       | <b>Total of Above Submissions:</b>  |             |
|                                     |                           |       | <b>Total of Prior Payments:</b>   |             |
|                                     |                           |       | <b>Total Requested and Paid (this request plus all previous payments)</b>         |             |
|                                     |                           |       | <b>Total Contract Award:</b>  | <<AWARD>>   |
|                                     |                           |       | <b>Balance of Contract (Total Contract Award minus Total Requested and Paid):</b> |             |

*(Extra expenditure listing sheets are available for your use at the back of this packet – please insert behind page 1 if needed.)*

I certify that the goods/services on the attached original invoices, submitted to the Monroe County Tourist Development Council for direct payment, have been received

I certify that the above checks, submitted for reimbursement, have been submitted to the vendors as noted and that the expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organization's contract with the Monroe County Tourist Development Council and the Monroe County Board of County Commissioners and will not be submitted for reimbursement to any other funding source.

Cancelled checks, when required, must include a copy of the bank statement showing that the check has cleared and a copy of the actual check from statement back-up. All other personal information may be blacked out for privacy.

\_\_\_\_\_  
Date  
President of Organization

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Federal I.D. or Social Security Number

Attachments (supporting documentation)

Subscribed and sworn to before me, by means of  physical presence or  online notarization, on \_\_\_\_\_ (date) by \_\_\_\_\_ (name of affiant). He/She is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

ATTACHMENTS AND CHECK LIST

**(Complete and Submit with Reimbursement Request)**

**PLEASE contact the TDC office ahead of reimbursement at (305) 296-1552, if you have any questions.**

- I am the President or Board Officer of the Organization listed within the signed Contract (If this has changed at any time during the term of the contract, please contact the TDC office immediately (305-296-1552 and ask for Ammie Machan or Maxine Pacini).
- I have reviewed and followed Exhibit A of the Contract: Acceptable Event Marketing Expenses for Destination Event.
- I have received and followed Exhibit B of the Contract: Logo / Acknowledgement Usage Guidelines for Destination Events.
- I understand that I will only be reimbursed for costs directly related to items listed in Exhibit A. The TDC does not pay for telephone charges; mailing or postage costs; travel expenses such as airline tickets, gas, rental cars, etc. I will contact the TDC office ahead of reimbursement at (305) 296-1552, if I have any questions regarding my submission.
- I have enclosed invoices, supporting documentation in context, and proof of payment to that entity in the form of a copy of the check with bank statement showing check has cleared; or credit card statement showing payment made – credit card used must be in the name of the organization that the agreement is entered into.
- I have included all completed vendor's W-9 forms with Monroe County Tourist Development Council direct payment vendor requests. (Blank W9 Attached)
- I have enclosed labeled photographs of the event that illustrate the contractor's scope of services.
- I have completed the Reimbursement Request Cover Sheet and have attached all of the above mentioned documentation.
- The notarized verification statement shown below my request for reimbursement, or direct payment to vendors, has been signed and notarized.
- I am submitting my request for reimbursement as one pdf document per vendor or reimbursement to contracted party.

## Further Clarification on Required Submissions for Reimbursement

**An original invoice is required for a direct payment to vendors; if the event contractor has paid the invoice and is seeking reimbursement, a photocopy of the invoice and back up material is acceptable.**

**PLEASE contact the TDC office ahead of reimbursement at (305) 296-1552, if you have any questions regarding your submission.**

**Newspaper or Magazine Advertisements:** Submit “tear sheet” including the full page that the advertisement appears on along with full publication or title page and date as proof of placement, together with the invoice from publication. The entire magazine/newspaper does not need to be submitted.

**Television Advertisements:** Submission of one invoice outlining all dates and times of

airing must be submitted on Vendor stationary. Also, a link, thumb drive or other visual of the advertisements are required.

**Radio Advertisements:** Submission of one invoice outlining all dates and times of airing must be submitted on Vendor stationary along with a copy of the written radio announcement.

**Digital Advertising URL links on websites, pre-roll video, banners, mobile banners and e-mail blasts:** A photocopy or screen shot of the banner from the website/mobile site showing the TDC logo. A Quicktime (.mov) file, Dropbox link or DVD of the pre-roll video showing the TDC logo with a **performance report** from the vendor also showing the advertising dates or run dates. A photocopy of the E-blast showing the TDC logo. A screen shot identifying the website on which the button, banner and/or website link is shown.

**Posters and Banners:** If the size of the piece precludes inclusion as backup (i.e. banner and/or poster), photos of the piece, clearly showing all lettering and the correct TDC logo, as outlined in the contract, will be accepted. Posters must be poster sized (larger than letter sized – 8 1/2”X11”) and be produced on heavyweight/poster stock.

**T-Shirts and Hats:** A photocopy of the front and/or back of these promotional items showing the correct TDC logo, as outlined in the contract, and one or more of the following – name of the event, date (i.e. year) and location (i.e. Key West, Key Largo) -- shall be attached to the invoice when requesting payment or reimbursement. **(NOTE: YOU NEED NOT SUBMIT ACTUAL ITEMS)**

**Direct Mail Promotions:** An original of the brochure (cover page showing dates of brochure and article page ONLY – not entire brochure), postcard or pamphlet, showing the correct TDC logo, as outlined in the contract, and postage/ mailing receipts and mailing list shall be attached to the invoice as backup. *Event applications, registration forms, and/or flyers are not a TDC acceptable expense.*

**Programs:** For physical programs an original of the program shall be attached to the invoice as backup (just the cover page and TDC ad). For digital programs a screen shot of the digital program shall be attached to the invoice as backup.

**Photo Program Processing:** (as approved by Stuart Newman Associates) In the case of the agency of record approving a photo program for promotion of your event, the receipt or invoice shall be attached to a contact sheet.

**Reimbursement requests received after the contract expiration date will not be accepted.**



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

C Corporation

S Corporation

Partnership

Trust/estate

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

|  |  |  |  |   |  |  |   |  |  |  |
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|  |  |  |  | - |  |  | - |  |  |  |
|--|--|--|--|---|--|--|---|--|--|--|

**or**

**Employer identification number**

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*