



Becky Vires  
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## MEMORANDUM

TO: Applicants for Greenville County Accommodations Tax Funding  
FROM: Becky Vires, Administrative Assistant, Procurement Services Division  
RE: Applications for Fiscal Year 2017-2018 Funding – Accommodations Tax  
DATE: November 25, 2016

Dear Prospective Applicant:

You will find enclosed the following documents relating to the FY2017-2018 Accommodations Tax funding year:

- Application Instructions for FY2017-2018
- County of Greenville Guidelines for Accommodations Tax, as approved by County Council
- Application for Funding for FY2017-2018
- 2014 W9 Form

Please read all of this material carefully as it contains critical information regarding the new funding cycle. The original and eight (8) copies of your application should be three-hole punched. Your completed application must reach the Procurement Services office no later than **5:00 P.M. on Thursday, February 16, 2017.** Please deliver or mail to the following address:

County of Greenville  
Procurement Services Division  
Attn: Nadine Chasteen, CPPB, CPPO, Director  
301 University Ridge, Suite 100  
Greenville, SC 29601

Please do not hesitate to contact me if you have questions.

Enclosures (4)

cc: Nadine Chasteen, CPPB, CPPO, Director