

FedRooms Reporting & Remitting Instructions

DOMESTIC HOTELS – REPORTING INDIVIDUALLY

DETAILS

1. All FedRooms properties must **REPORT** FedRooms production (consumed room nights and revenue) to FedRooms by the 20th of each month; if you have no consumed FedRooms room nights in a month, you must report 0 nights and \$0.00 revenue for that month. FedRooms room nights can be identified as any of the following:
 - a. FedRooms
 - b. FedRooms Commissionable
 - c. Federal Premier Lodging Program
 - d. FPLP
 - e. Rate access codes XVU and XVC
 - f. Other internal hotel booking codes used for FedRooms

2. All FedRooms properties must **REMIT** the 2.75% participation fee on the consumed room revenue.

DO I NEED TO REPORT INDIVIDUALLY?

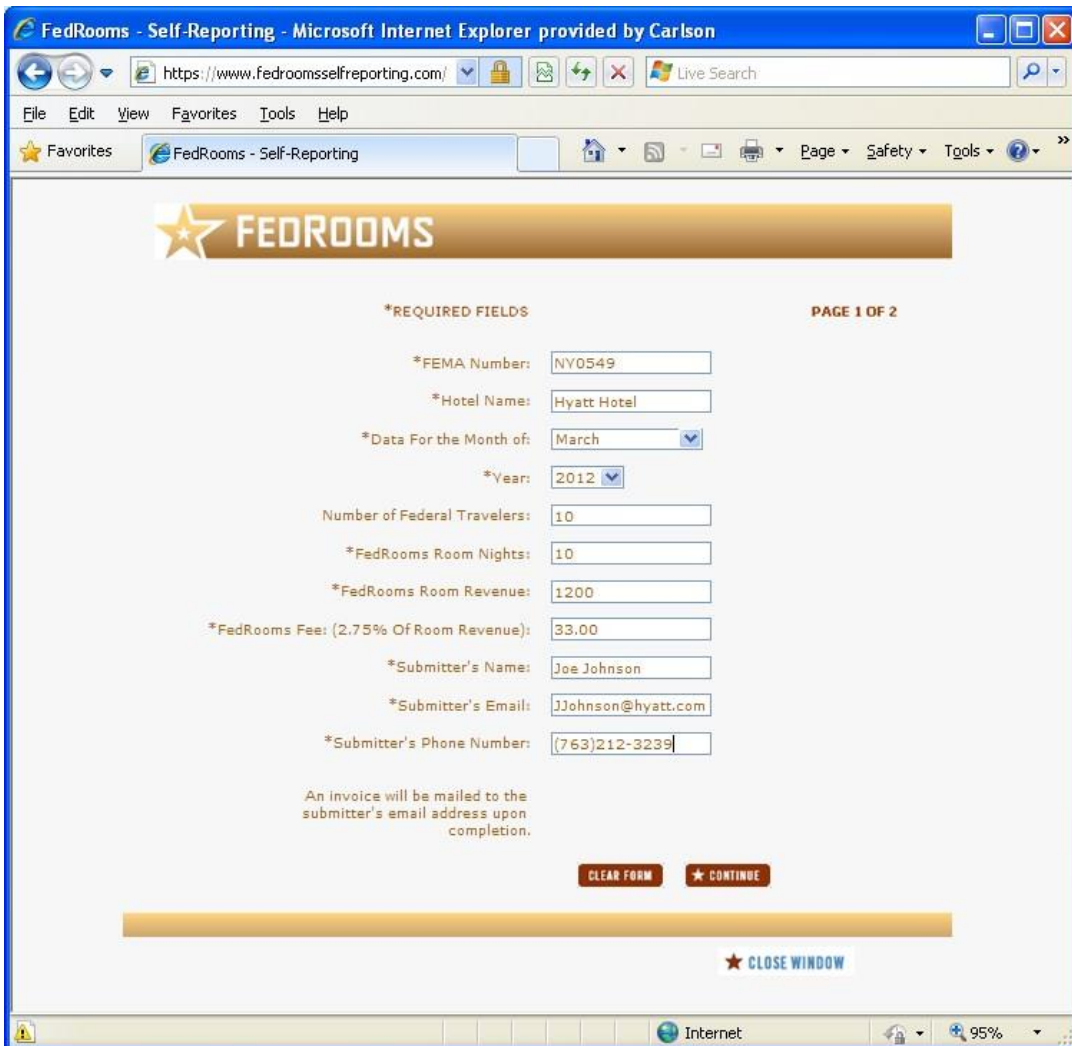
Our records indicate that you need to report and remit your FedRooms production individually; if you believe that your corporate office or management company reports and remits centrally for you, please call our Help Desk at 1-800-226-1741 or hotels@fedrooms.com, or contact your National Chain Representative to confirm this. Your National Chain Representative can be found on the “Hotelier” tab on www.fedrooms.com.

HOW DO I REPORT AND REMIT?

1. Visit www.fedroomselfreporting.com directly, or visit www.fedrooms.com and click on the “Report & Remit” tab, then select the link to the self reporting website.

2. Fill out the form as shown below. If you don’t know your FEMA number, you can check the FEMA website: <http://www.usfa.dhs.gov/applications/hotel/>. Be sure to

verify the address and other property information on the FEMA website; it's possible that the property name could be different due to a flag change. FEMA numbers are assigned to the physical building not to the property name. If you report with the wrong FEMA number, a competing property could be credited with your production.



FedRooms - Self-Reporting - Microsoft Internet Explorer provided by Carlson

https://www.fedroomselfreporting.com/

File Edit View Favorites Tools Help

Favorites FedRooms - Self-Reporting

FEDROOMS

*REQUIRED FIELDS PAGE 1 OF 2

*FEMA Number: NY0549

*Hotel Name: Hyatt Hotel

*Data For the Month of: March

*Year: 2012

Number of Federal Travelers: 10

*FedRooms Room Nights: 10

*FedRooms Room Revenue: 1200

*FedRooms Fee: (2.75% Of Room Revenue): 33.00

*Submitter's Name: Joe Johnson

*Submitter's Email: JJohnson@hyatt.com

*Submitter's Phone Number: (763)212-3239

An invoice will be mailed to the submitter's email address upon completion.

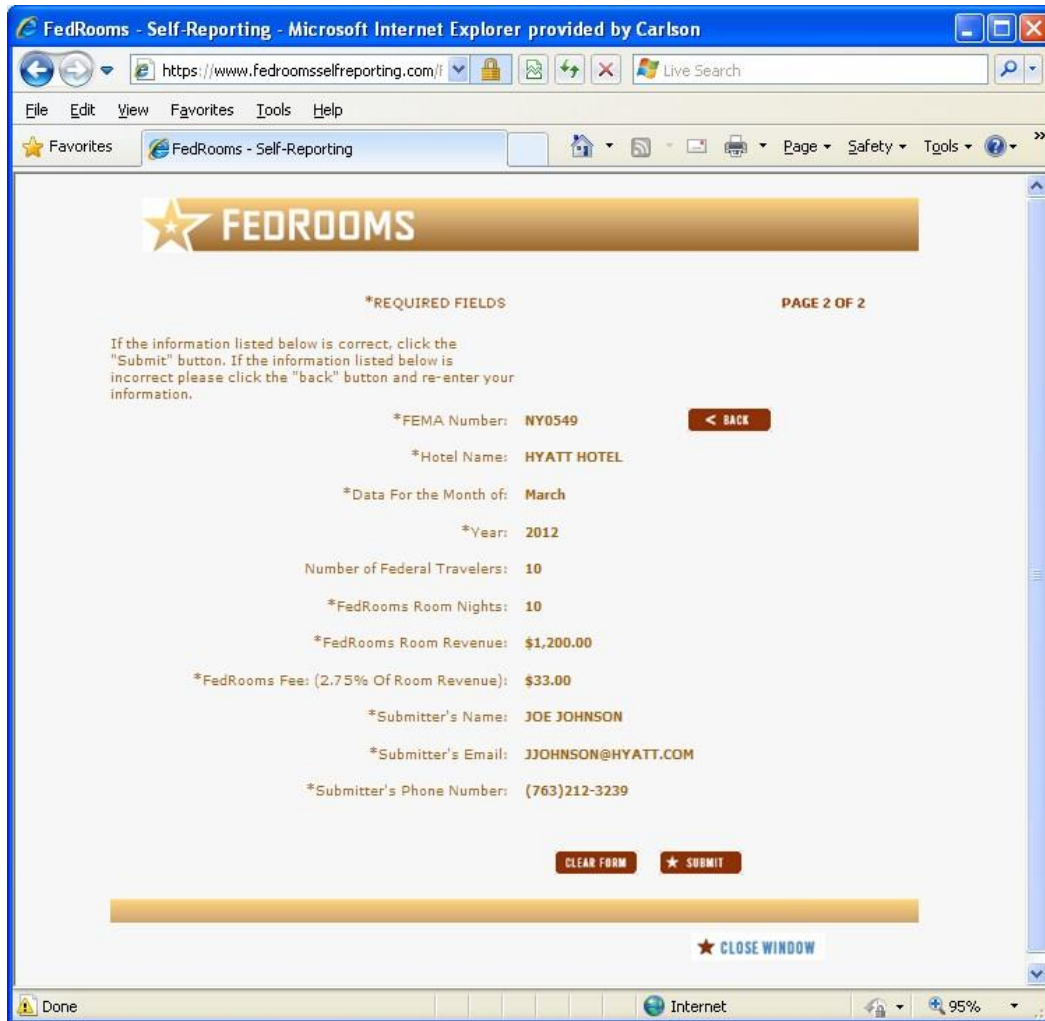
CLEAR FORM *** CONTINUE**

CLOSE WINDOW

Internet 95%

3. Click "Continue."

4. Verify your information and click "Submit."



***REQUIRED FIELDS** PAGE 2 OF 2

If the information listed below is correct, click the "Submit" button. If the information listed below is incorrect please click the "back" button and re-enter your information.

*FEMA Number: **NY0549**

*Hotel Name: **HYATT HOTEL**

*Data For the Month of: **March**

*Year: **2012**

Number of Federal Travelers: **10**

*FedRooms Room Nights: **10**

*FedRooms Room Revenue: **\$1,200.00**

*FedRooms Fee: (2.75% Of Room Revenue): **\$33.00**

*Submitter's Name: **JOE JOHNSON**

*Submitter's Email: **JJOHNSON@HYATT.COM**

*Submitter's Phone Number: **(763)212-3239**

5. An invoice will be sent immediately to the Submitter's Email entered.
6. Process the invoice for payment. The payment is due within 30 days.
7. Payment information: please reference the invoice number in the remittance advice and include your FEMA # and report month in the memo field:

Checks:
 FedRooms
 Attn: Toni Marple

OR: Wire Transfer in CTX format:
 US Bank
 800 Nicollet Mall – 2nd Floor



PO BOX 59159
Minneapolis, MN 55459-8207

Minneapolis, MN 55402

Account: CW Government Travel
Account Number: 104755871621
Bank Routing: 091000022
Swift Code: USBKUS44IMT

PLEASE NOTE

A \$20.00 late fee will be charged for each month that reporting is submitted 60 days late or more. Properties will be suspended from the FedRooms program if invoices are not paid within 60 days.

QUESTIONS?

Contact our Help Desk

Phone: 800-226-1741

Email: hotels@fedrooms.com