



CITY OF OSSEO TOURISM COMMISSION QUARTERLY ROOM TAX REPORT

1. Your report and room tax remittance are due by the end of the month following the quarter
2. You may copy this form as needed
3. Please do not send correspondence with this report

Lodging Establishment

Reporting Month and Year _____

Lodging Name & Address: _____

Contact Information

Report Completed by: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____

The signatory attests to the accuracy of all information provided in the report.

Tax Calculations

1. TOTAL AVAILABLE RENTAL UNITS THIS QUARTER: _____
2. NUMBER OF RENTED UNIT DAYS THIS QUARTER: _____
3. TOTAL LODGING SALES THIS QUARTER: \$ _____
4. TOTAL EXEMPTIONS & EXEMPT SALES: \$ _____
5. NET TAXABLE SALES (TOTAL LODGING SALES MINUS TOTAL EXEMPTIONS AND EXEMPT SALES): \$ _____
6. TOTAL TAX AT THE 7% RATE (NET TAXABLE SALES x 0.070) \$ _____

Late Fees and Interest

7. INTEREST ON LATE PAYMENT (1% per month): \$ _____

9. TOTAL AMOUNT DUE: \$ _____

Instructions

Please complete each quarter on an individual form – do not combine quarters

1. **NIGHTS AVAILABLE:** The number of rental units available for rent during the report quarter multiplied by the number of days. Example = March has 31 days (1 unit being reported) $1 \times 31 = 31$ nights available.
2. **NIGHTS RENTED:** The number of nights rented for your property. Note: you must file a report even if your property had no rentals.
3. **GROSS RENTAL RECEIPTS:** Enter the total amount of rental charges for the reporting period including charges which are exempt from room tax. This total should have no sales or room tax included. Include all sources of bookings for your property.
4. **EXEMPT SALES:** Enter any rental charges that are exempt from room tax. Exempt rentals must provide documentation as listed below and CES# included on the report.

Sales of lodging services are generally subject to Wisconsin sales tax. An exemption applies for sale of lodging services to exempt entities that furnish appropriate documentation to the seller such as:

- A purchase order or similar document
- A fully completed Form S-211
- The exempt entity's Wisconsin Certificate of Exempt Status (CES) number which is required to be included on the Quarterly report

5. Subtract line 4 from line 3
6. The total of Line 5 multiplied by 7%
7. Interest due at the rate of 1% per quarter on the unpaid room tax due
8. Add lines five (5), six (6), seven (7) and eight (8). This is your total tax due for the quarter.

Mail completed report and tax due to: City of Osseo
PO Box 308
Osseo, WI 54758

Unsigned or incomplete tax reports will be returned and subject to late fees and interest. Make checks payable to the CITY OF OSSEO TOURISM COMMISSION.

For further information, please contact the City of Osseo at cityclerk@cityofosseowi.us or (715) 597-2207
