

MONTHLY ROOM TAX REPORT

REPORTING MONTH & YEAR _____

A. Identification

Room Tax Permit Number: _____ Name of Lodging Property: _____

Owner/Manager: _____ Physical Address: _____

Mailing Address: _____

B. Room Tax Computation

1. Total GROSS Receipts from Sales of all Lodging (Include Marketplace Provider Amounts): _____
2. Actual Cost of Non-Lodging Portion of Packages: _____
3. Marketplace Providers (List Only Providers That Submit Room Tax Straight to City)
Attach Settlement Reports from Each Provider
 - a. Expedia Sales: _____
 - b. Airbnb Sales: _____
 - c. Vrbo/Homeaway: _____
 - d. Other (Provider Submits to City): _____
4. Exempt Lodging Sales (Federal/State Agency Sales)***Attach Exemption Itemization***: _____
5. Total of Lines **2** and **4** (Portion of non-taxable sales): _____
6. Total Taxable Lodging Sales (Subtract Line **5** from Line **1**): _____
7. TOTAL Room Tax Due to City of Wisconsin Dells (Multiply Line **6** by 5.5%): _____
8. TOTAL Room Tax Due from Marketplace Providers (Multiply Lines **3a through 3d** by 5.5%): _____
9. Total Room Tax Due from You (Subtract Line **8** from **7**): _____
10. Interest/Penalty (1% Per Month Starting Month Following Due Date): _____
11. Late Filing Fee (\$50 Added After Due Date): _____
12. **TOTAL DUE FROM YOU (Add Lines 9, 10 & 11):** _____

C. Verification

Date: _____

Name of Person Completing This Report: _____

Phone #: _____ Email: _____

Signature of Person Filing Report: _____

Submit signed report together with required supplemental reports/lists with your payment by the 20th day of the following month for which tax was collected. Postmarked dates are accepted.

Make checks payable to the City of Wisconsin Dells

A \$50 LATE FILING FEE AND 1% INTEREST PER MONTH WILL BE IMPOSED FOR ALL REPORTS AND TAXES RECEIVED AFTER THE DUE DATE.

INSTRUCTIONS

Line 1: List actual gross receipts for all lodging, including marketplace provider lodging and lodging sold as part of a lodging package (i.e., the sale of lodging combined with tickets or vouchers for amusements, food and beverage vouchers, etc.)

Line 2: If the permit holder sells lodging packages, it may subtract only the actual cost of those amusement, food and beverage, or other tickets and vouchers which are purchased by the permit holder from unrelated third parties and sold as part of such lodging packages. The remainder of the sale is subject to room tax. If a third party vendor is connected by ownership (in any way, either directly or indirectly) to the permit holder, that third party vendor is not an unrelated third party vendor, and the cost of purchases from that vendor may be subtracted on line 2. Other costs associated with the lodging, such as complimentary breakfast, may also not be subtracted on line 2.

Line 3: List Marketplace Provider sales subject to room tax that directly submit payments to the City (Airbnb, Vrbo). List each Provider separately. *Only list Marketplace Providers that *submit room tax directly to the City* other than Expedia, Airbnb & Vrbo on line 3d.

Line 4: State law provides that room taxes may not be imposed on (a) sales to the federal government and (b) sales to persons listed in s. 77.54(9a), Wis. Stat. The persons listed in s.77.54 (9a) include state agencies, local units of Wisconsin Government, and most section 501(c)(3) organizations. If this deduction is claimed, a written itemization of such exempt sales must be attached to the report.

Line 5: Add lines 2 and 4. This is the portion of sales that are not subject to room tax.

Line 6: Subtract line 5 from line 1. This is the portion of sales that are subject to room tax.

Line 7: Multiply the number on line 6 by 5.5%. This is the total room tax due to the City, including the portion sent to the City by Marketplace providers.

Line 8: Multiply the total of lines 3a through 3d by 5.5%. This is the room tax Marketplace Providers pay directly to the City.

Line 9: Subtract line 8 from line 7. This is the total room tax due from you.

Line 10: List interest/penalty due at the rate of 1% per month on unpaid room tax balance that is delinquent. Interest accrues the following month for which the report is due.

Line 11: A \$50 late filing fee for businesses who fail to pay tax imposed by the due date as an additional administrative expense to defray the cost of processing the late return.

Line 12: Total of lines 9, 10 & 11. This is the amount due from you including interest, penalty & late fees.