Town of BARABOO WISCONSIN

101 Cedar Street
Baraboo, WI 53913
(608) 356-5170
clerk@tn.baraboo.wi.gov

Quarter Ending Date :_____

Name of Establishment:_____
Owner or Manager:_____ Phone: _____
Address:_____
Email: _____

A)	Gross Receipts Paid Direct	
B)	Deductions allowed: State exempt organizations/clients (Use Negative Number)	
C)	Tax included in gross receipts (Use Negative Number)	
D)	Net Taxable Earnings from Direct Payments - TOTAL	$ 0.00
E)	Marketplace Gross Receipts	
F)	Marketplace Deductions: State exempt organizations/clients (Use Negative Number)	
G)	Marketplace tax included on gross receipts (Use Negative Number)	
H)	Net Taxable Earnings from Marketplace Providers - TOTAL	$ 0.00
I)	Net Taxable Earnings	$ 0.00
J)	**7% (.07) Room Tax**	0.07
H)	**Total Due to Town of Baraboo**	$ 0.00
	Due From_____ (Insert Marketplace Provider)	
	Due From_____ (Insert Marketplace Provider)	
	Due From_____ (Insert Marketplace Provider)	
	Total Remaining Due	$ 0.00

The report and payments are due no later than the last day of the month following the end of the calendar quarter for which the tax is imposed.

Please return one copy with your remittance to the Town of Baraboo, 101 Cedar Street, Baraboo, WI 53913

Directions:

A) Use this line to record Non-Marketplace sales. For example: If you have sales through a personal website or by the phone/in person bookings, they should be recorded here. If none, skip to Line E

B) Any exempt sales would include any over 30 day stays, sales to any exempt orgainzations. Subtract from Line A

C) Any taxes that are included in the gross receipts should be deducted here. Subtract from line A

D) A-B-C=D

E) Use this line to record all Marketplace sales. For example: Airbnb, VRBO, Expedia, Homeaway, etc.

F) Any exempt sales would include any over 30 day stays, sales to any exempt organizations that were placed through the marketplace. Subtract from Line E

G) Any taxes that are included in the gross receipts from a marketplace should be duducted here. Subtract from Line E

H) E-F-G=H

I) Total Net Taxable Earnings. D+H=I

J) Room Tax Percentage - 7%

H) Room Tax Due - Multiply LIine I by J

Please list how much is due from each Marketplace Provider. If you only use Marketplace providers, the Total Remaining Amount Due should be zero. If there is a remaining balance due, this is your responsibility to pay the Town of Baraboo directly (7% of D)

Name of Preparer:_____