



May 29, 2026

Dear Property Owner,

This letter is to inform you of recent City Council action that will impact short-term rental operations within the City of Shullsburg. On May 20, 2026, the Shullsburg City Council approved an ordinance establishing a lodging room tax. A copy of the ordinance has been included for your reference. The tax, equal to 6% of gross receipts, needs to be applied to each room or dwelling offered for rent for less than 30 consecutive days. Room tax payments are due to the city quarterly, within 30 days following the end of each quarter.

In addition, the ordinance establishes a Tourism Promotion & Development Commission. Under state guidelines, 70% of the room tax revenue collected must be used to promote and develop tourism in the City of Shullsburg. These funds will help support efforts to attract visitors, strengthen local events and attractions, and encourage continued economic activity within the community. The remaining 30% may be retained by the City to help administer the program and support community projects.

The ordinance also requires individuals operating a short-term rental property to obtain a permit from the City of Shullsburg. A permit application is enclosed and should be returned as soon as possible. Short-term rental permits will run from January 1 through December 31 and must be renewed annually.

Also enclosed is a quarterly tax return form to be completed and submitted with your tax payment. Please make a copy of the completed return for your records before mailing it to the City. One copy should be retained for your files, and one copy should be submitted with payment to the address listed on the form.

Implementation of the tax should begin July 1, 2026, with the first payment for the third quarter due by October 30, 2026. If you have any questions, please feel free to contact me at 608-965-4424 ext. 3 or at clerktreasurer@cityofshullsburg.org.

This information is also available on the City website at www.shullsburgwisconsin.org/permits-licenses/

Sincerely,

Janelle Schumacher, City Clerk