



ROOM TAX ALLOCATION REQUEST FORM

Please complete and submit this form to the Room Tax Commission, c/o City Administrator, by October 1st of each year.

Request Date Requester Name (First & Last)

Organization/ Business Name Contact Information (Phone & Email)

\$ _____ \$ _____ \$ _____
Previous Year's Request How much was used? This Year's Request

How did you use previously allocated funds in the current year?

How do you intend to use funds in the next budget year (January-December)?

Are you planning any community event that you would like separate funding for? **Y / N**
Anything else we should know? **Y N**

If you have previously received over \$999 in a calendar year and wish to continue to receive funding, please complete and submit this form to the Room Tax Commission, c/o City Administrator, by October 1st of each year.



Eligible Room Tax Fund Use

Per WI state law, we follow state statute [66.0615](#) which defines and explains the uses of room tax.

If you receive under \$999 per calendar year, you do not need to track specifics. If you receive over \$1,000 per calendar year, we recommend having proper tracking of funds allocated.

For more information, please see the stance from the League of Wisconsin Municipalities: <https://www.lwm-info.org/1273/Taxation-FAQ-13>