



# Door County Tourism Zone Guide to Filing Room Tax Online

Most people either bank online or have purchased through the Internet, so the process has become familiar. *You can also submit your monthly report and pay your room tax online* through our website - [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com) - and you have three ways to pay:

- ACH (electronic transfer from your checking or savings account)
- Credit Card

You save time because you can file 24/7, and the user-friendly site will calculate the tax for you. View past payments and even update your contact or other information (make sure we have your *current e-mail address on file* since the system needs it to send confirmations - call or e-mail The Zone office to update your e-mail information).

## Getting Started

- 1) Go to [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com). Click on the button that says, "File Your Room Tax Online).
- 2) Now you'll be on this screen



Along with a Permit Number, you were issued a unique User Name and Password to log in to this secure area. The User Name begins with "RT," and the Password is case sensitive. For now, leave the two fields blank and hit *Change Password*. The next screen will ask for your User ("RT") Name, current Password and ask you to choose a new Password. You'll receive a confirmation e-mail about the change. A new Password ensures that only you (or those you authorize) can access private information and online records.

- 3) This is your own lodging page. You can update information, and you can have your bank information "auto-filled" for you each month if you'd like: Complete the bank routing/account number form on this page. You're able to delete or change this information at any time, and your information is guaranteed secure. Click "Online Filing" at the bottom of the page.

## Fill Out the Form

4) The next screen is similar to the paper form provided with your permit. Fill in all pertinent information for the month. (When filling in dollar amounts, use numbers only - no dollar sign or commas.)

## Two Ways to Pay

5) When you get to the drop-down box "Payment Form," click it, and you'll see *two ways* to pay your room tax:

**Total Due**

Calculate

Please check if this is the last filing for the calendar year  Yes

Payment Form (Please select one)

What type of Account If paying online will you be using?  Savings  Checking

Routing Number (9 Digits) =:

Account Number =:

What day would you like payment applied =: (Example (02/28/2008))

Admin Entered =: no

Penalties Substantially increase if more than 30 days late.

Steps to complete.

- 1) Review your information and check the box below.
- 2) Click print this page button to save a copy for records (Optional).
- 3) Click the submit room tax information button.

Check this checkbox if you have reviewed your submission. (Required)

Submit Your Room Tax

If you want to keep a record for yourself click print this page before submitting

Print This Page

Payment type	Room Tax
Payment Amount	\$1.00
Convenience Fee	\$2.00
<b>Total Payment</b>	<b>\$3.00</b>

**Official Payments Terms and Conditions**

Official Payments Corporation charges a convenience fee to use this service to make the payment outlined above. The fee is separate from the primary obligation you are paying. The convenience fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your cardholder and the successful processing of the payment by the merchant.

Printer Friendly

Decline Accept

- **ACH.** This is electronic withdrawal from a bank account. When prompted, enter your bank's routing number and account number (for security, this information is not saved in the system; you enter it each month you file). You can choose the day you want the payment taken out of your account.

- **Credit Card.** This feature allows you to pay by credit card. If you select this method, **Review** your form, hit **Submit**, and then you'll be redirected to a third-party site, Official Payments Corp., one of the country's largest entities for secure credit card transactions. There is not a spot on our website for you to enter your credit card information. You will enter your credit card information on the Official Payments Corp. website. There is a user convenience fee of 2.75% of your tax due (\$2 minimum charge), and those charges are clearly shown on the first screen. If you wish to Decline, you'll be taken back to the Tourism Zone screen to choose ACH or Mail in Check.

To continue with a credit card (Visa, MasterCard, Discover, or American Express), hit **Accept**, and you'll see the screen below:

**DOOR COUNTY TOURISM ZONE WISCONSIN**

Back to Door County Tourism Zone Make A Payment Fee Calculator Payment Verification Help

**Make A Payment**

Door County Tourism Zone, WI  
Room Tax

To continue this payment, please fill out the form below.

- Note that the (\*) fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

**Payer Information**  
(Information for the person making the payment.)

\*Country: United States

\*First Name:

Middle Name:

\*Last Name:

Suffix: (Jr., Sr., etc.):

\*Street Address:

Town/City:

\*State: WI

\*Zip Code:

(Use this field for APO, FPO, AA, AE or AP codes.)

\*Daytime Phone: ( ) - ( ) - ( )

\*E-mail Address:

(Required for an e-mail confirmation and online verification.)

\*Re-enter E-mail Address:

Permit Number: 1234567890

**Payment Option**  
(May differ from the person using the tax, bill, or fee.)

\*Card Type: Select - VISA

\*Card Number:

\*Expiration Date: / (mm/yy) (yyyy)

**Payment Information**

Payment Type:	Room Tax
Payment Amount:	\$1.00
Convenience Fee:	\$2.00
<b>Total Payment:</b>	<b>\$3.00</b>

Back Cancel Continue

This page supports 128-bit SSL encryption as verified by VeriSign.  
For customer service, please call toll-free 1-888-357-6394. Representatives are available Monday - Friday, 9:00am - 5:00pm PT.

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Fill in all the pertinent information and confirm your payment. You'll receive a payment Confirmation by e-mail for your records. The Tourism Zone does not have access to your credit card or password information. **NOTE:** If you're having problems filing online, the password feature may not have worked immediately; go to the login screen, leave the fields blank, and hit **Forgot Password**. You'll get an e-mail confirming your password. If you have any online challenges, give us a call!

Have a great season!

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