



Door County Tourism Zone Commission Monthly Room Tax Report

LOCAL MUNICIPAL ROOM TAX -MONTHLY ROOM TAX REPORT

PHONE: 920-854-6200 - EMAIL: INFO@DOORCOUNTYTOURISMZONE.COM

Remit by Mail: Mail form and payment to PO BOX 55, Sister Bay WI 54234			
Walk in payment: 10568 Country Walk Lane #102, Sister Bay WI 54234			
Online filing: Please contact the office to obtain username and password to file online.			
<i>Make Checks Payable to the : Door County Tourism Zone Commission - Please send communication via email</i>			
PART 1: Property and Owner/Preparer Information			
Name of Lodging Property			Permit Number
Lodging Address			Report Month
Name of Lodging Property Contact	Phone Number	Email Address	Report Year
PART 2 - Monthly Room Tax Report			
1. TOTAL NIGHTS AVAILABLE FOR THE REPORT MONTH:		1	
2. TOTAL NIGHTS RENTED FOR REPORT MONTH:		2	
3. GROSS LODGING SALES: Report ALL Lodging Revenue from all revenue sources (Direct Bookings and Lodging Marketplace Providers) including taxable fees, charges, and exemptions - excluding tax for the report month. (If you have sales through a Lodging Marketplace Provider you will also need to complete section 7)		3	\$
4. ALLOWABLE EXEMPTIONS: This line is only to be used to claim tax exempt lodging sales - Enter Non- Taxable Sales. This line is not to be used to back out other taxes or service fees. ** If claiming tax exempt lodging you must provide the CES# information. If you need additional space to enter CES#'s, please add a page.			
4. Total Allowable Exemptions: CES#		4	\$
5. NET TAXABLE SALES: (line 3 minus line 4)		5	\$
* 6. TAX DUE - 5.5% rate (line 5 x 0.055)		6	\$
7. Payments Made on Your Behalf: If you rent through a marketplace provider who collects tax on your behalf , include the revenue in your Gross (line 3) and on line 7a enter gross sales for all marketplace providers. Below, report how much room tax was paid on your behalf by each marketplace provider. Failure to provide payment information will deem room tax delinquent and late fees and interest will be assessed.			
7a. Total Lodging Marketplace Provider Sales that Room Tax was COLLECTED - enter total gross sales for all lodging marketplace providers for which room tax was collected. \$ _____ (checkpoint > 7A total x 5.5% (0.055) must = line 8)			
7b. Airbnb		7b	\$
7c. VRBO/ Homeaway		7c	\$
7d. Expedia Collect		7d	\$
7e. Booking.com		7e	\$
7f. Other Marketplace Provider - Name _____		7f	\$
8. Total Payments Made on your behalf (sum of lines 7b-7f)		8	\$
* 9. NET TAX DUE (line 6-line 8)		9	\$
10. Late Filing Penalty: Less than 30 days late = \$25 / More than 30 days		10	\$
11. Late Filing Interest (1% per month)		11	\$
12. Total Credits to be applied to tax owed		12	\$ ()
13. TOTAL AMOUNT DUE (sum of lines 9-12)		13	\$
Signature: _____		Date: _____	

Failure to fully complete all fields will deem the room tax delinquent and late fees and interest will be assessed

Please send all communication via email

Door County Tourism Zone Commission Monthly Room Tax Report Instructions

- Line 1 NIGHTS AVAILABLE:** The number of rental units available for rent during the report month multiplied by the number of days . (Please subtract any blocked nights from the total).
Example = March has 31 days >One unit is being reported> 1x31 = 31 nights available.
- Line 2 NIGHTS RENTED:** The number of nights rented for your property including direct bookings and lodging marketplace providers.
- Line 3 GROSS LODGING SALES:** Enter the total amount of lodging sales (including direct bookings and lodging marketplace providers) for the reporting period including taxable items such as, traveler service fees, cleaning fees, etc. and charges which are exempt from room tax. This total should have no sales or room tax included. This total includes all sources of bookings for your property.
- Line 4 EXEMPT SALES:** This line is only to be used to claim tax exempt lodging sales - Enter Non-Taxable Sales. This line is not to be used to back out other taxes or service fees. If claiming tax exempt lodging you must provide and keep on record the CES# information as outlined by the WI DOR PUB 219. Failure to provide exempt tax information will deem room tax delinquent and late fees and interest will be assessed.
- Line 5** Subtract line 3 from line 4
- Line 6 Tax Due:** Calculate the tax due at 5.5% (line 6 x 0.055)
- Line 7 Payments Made on Your Behalf:** If you rent through a marketplace provider who collects tax on your behalf, include the revenue in your Gross (line 3) and on line 7a enter gross sales for all marketplace providers. Below, report how much room tax was paid on your behalf by each marketplace provider. Failure to provide payment information will deem room tax delinquent and late fees and interest will be assessed.
- Line 7a** Enter the sum of all your marketplace lodging sales - this is a checkpoint field to balance against the total tax paid on your behalf.
- Line 7b-f** The Door County Tourism Zone will require permit holders who utilize marketplace providers who collect room tax to report how much room tax was paid on your behalf.
This information is necessary is because we receive one bulk check for properties that utilize these services. The Tourism Zone is not given information as to what property is being paid on. The online companies tell us that it is confidential information between the owner and the platform, therefore they will not supply any information along with bulk payments.
Collecting this information allows your room tax to be distributed back to the municipality in which it was collected. Failure to provide payment information will deem room tax delinquent and late fees and interest will be assessed.
HOW TO: For EACH platform you will enter the tax paid on your behalf for the report month on the designated report line.
- Line 8** Total the amount of payments made on your behalf (Lines 7a-7e) - this must balance to the tax due on 7a.
- Line 9 Total Net Tax Due (lines 6-8)**
- Line 10** If filing is less than thirty (30) days past due please add \$25. If the filing is more than thirty (30) days past due, add the greater of \$25 or 25%.
- Line 11** Interest due at the rate of 1% per month on the unpaid room tax due
- Line 12** Do you have any credits? If so enter the amount on this line.
- Line 13 Total Amount Due: Sum of lines 9-12**
- Sign and date the return. Unsigned tax returns or incomplete returns may be returned and subject to late fees and interest. Make checks payable to the Door County Tourism Zone Commission. Write your permit number and the reporting period (month/year) on your check. Please send all communication via email to the TZC office.

Failure to fully complete all fields will deem the room tax delinquent and late fees and interest will be assessed

Please send all communication via email