



## Door County Tourism Zone HOW TO FILE ONLINE

Username: _____
Password: _____

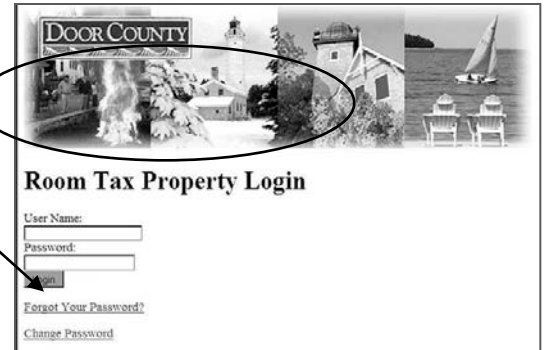
This guide is to help permit holders file their monthly room tax reports online. To get your information ready to report you can use the **GUIDE TO MONTHLY ROOM TAX REPORTING**. When you are ready to do the filing proceed with the steps below.

By filing online you save time because you can file 24/7, and the user-friendly site will calculate the tax for you. You can also view past payments and update your contact information.

1. Go to [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com). Click on the button that says, "File Your Room Tax Online).

2. The next screen will be the Room Tax Property login screen.

3. Along with a Permit Number, you were issued a unique **User Name** and **Password** to log in to this secure area. The login information is on the cover letter of the permit packet.



- a. The User Name begins with "RT," and the Password is case sensitive.

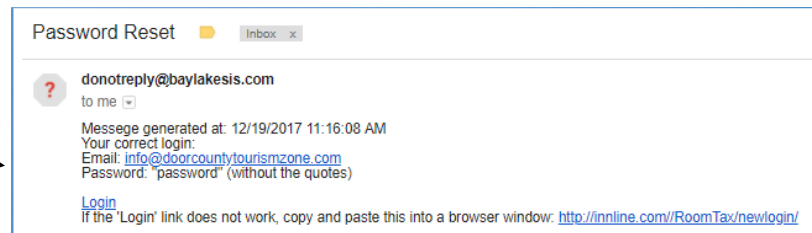
4. Enter your User ("RT") Name, and Password.

5. If it is your first time logging in the system may ask you to choose a new Password. You'll receive a confirmation e-mail about the change.

- a. A new password ensures that only you (or those you authorize) can access private information and online records.

- b. The email will come from

6. Once logged in, you will land on your main profile page.



- a. From here you can look at past filings, update information and enter your payment information. If you make changes please click "UPDATE" to save.

7. We advise you to add your banking and routing information on the profile page so that you don't have to enter your payment information every time you file.

- a. Enter the banking, routing information and select checking or banking.

- b. Click UPDATE to save the information.

- c. With your payment information saved it will "auto-fills" for you each month.

- i. We find that when you save your payment information there is less chance of typos when completing the information each month in the report form which can cause the payment to fail (ACH Reject).

8. When you are ready to begin the room tax report filing, click "**ONLINE FILING**" at the bottom of the page.

9. The next screen is similar to the paper form provided with your permit.

**a. Helpful Hints for online filing:**

- i. Be careful with the month and year you are selecting. Selecting the wrong year could cause you to incur late fees unnecessarily. If you incur late fees when you feel you shouldn't be assessed late fees, please check your month and year selected to make sure you're filing the correct month and year.
- ii. When filling in dollar amounts, use numbers only - **NO DOLLAR SIGNS OR COMMAS.**

10. **LINE 1: AVAILABLE NIGHTS:** Use the number of units you have multiplied by the number of nights available in the month. For example, if you have one unit and you are filing for the month of March and you block out three nights for personal use you would enter: 28 nights available.

11. **LINE 2: RENTED NIGHTS** use the actual number of nights rented for your property.

12. **LINE 3: TOTAL LODGING SALES THIS MONTH** enter your total GROSS receipts for all lodging, exempt sales and any taxable items. This total should not include any sales or room tax.

13. **LINE 4: TOTAL EXEMPTIONS AND EXEMPT SALES** – This is the line where you back out tax exempt sales: Lodging to Exempt entities or their employees. Please see **GUIDE TO MONTHLY ROOM TAX REPORTING** for more information.

14. Once you have completed Lines 1-4 click **"CALCULATE"**.

15. If this is the last filing for the year, please click the box. If this is an early closure, please follow up with the Tourism Zone office.

16. Select your payment method.

- a. If you had \$0 lodging sales and you owe no room tax, select **NO AMOUNT DUE**.

17. If you have room tax to pay, you have the choice of paying by ACH or by Credit Card.

**Tax Calculation**

Report Month:\* (Please select one) (Please select one)

1. Total Available Rental Units This Month:\*   
[View Example](#)

2. Number Rented Unit Days This Month:\*   
[View Example](#)

3. Total Lodging Sales This Month:\*

4. Total Exemptions and Exempt Sales:

Net Taxable Sales:\*  
x 5.5% =:\*

Late Filing Penalty \$25.00 =:

Late Interest 1% Per Month =:

**Calculate**

Total Due =:\*

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

Payment Form  (Please select one) [Payment Form Help](#)

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 =:  yes

Actual Payment

Penalties Substantially increase if more than 30 days late.

**Steps to complete.**

1) Review your information and check the box below.  
2) Click the submit room tax information button.

Check this checkbox if you have reviewed your submission. By submitting this report you are attesting to the accuracy of all information contained in the report.

(Required)

**Submit Your Room Tax**

- a) **ACH-** This is electronic withdrawal from a bank account. When prompted, enter your bank's routing number and account number (If you did not enter this information on the main profile page, it is not saved in the system and will have to enter it each month you file).

Payment Type	Amount	Total Payment
Room Tax	\$1.00	
Convenience Fee	\$2.00	
		\$3.00

**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. You will not enter your credit card information on the Tourism Zone website. 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. If you wish to Decline, you'll be taken back to the Tourism Zone screen to choose ACH. If you fail to complete the payment section with Official Payments, your filing will not be submitted.

18. Enter the day you would like your payment posted – this is a date stamp for our system.
19. Check over the form for accuracy.
20. Click on the **BOX**
21. Click **“SUBMIT YOUR ROOM TAX”**
22. The system will ask you to review your submission one more time, this a chance to catch any errors.
23. You will get a confirmation screen that confirms your filing. Please print this page, take a screenshot or even a picture of the screen with your phone. It is important to keep this for your records.

PermitNumber: [REDACTED]  
 BusinessName: [REDACTED]  
 BusinessAddress: [REDACTED]  
 MailingOrganizationAddress: [REDACTED]  
 MunicipalCode: 34  
 SubmittedBy: office  
 NewAddress: [REDACTED]  
 BusinessPhone: [REDACTED]  
 MailingOrganizationMail: [REDACTED]  
 ReportMonthYear: September 2014  
 ReportYear: 2014  
 TotalAvailableRentalUnits: 0  
 NumberUnitDays: 0  
 TotalLodgingSales: 0  
 TaxExemptSales: 0  
 NetTaxable: 0  
 AmountMultiplied: 0  
 LatePenalty: 0  
 LateInterest: 0  
 TotalDue: 0  
 ActualPayment: 0  
 LastFiling: yes  
 PaymentMethod: No Amount Due  
 AccountType:  
 RoutingNumber:  
 AccountNumber:  
 PaymentDate: 11/14/2014  
 AdminEntered: yes  
 Date: 11/14/2014

The Tourism Zone is here to help. Call or email the office and we will happily talk you through the online filing, assist with passwords or any other challenges you might encounter.

Door County Tourism Zone Commission  
 920-854-6200 – info@doorcountytourismzone.com