

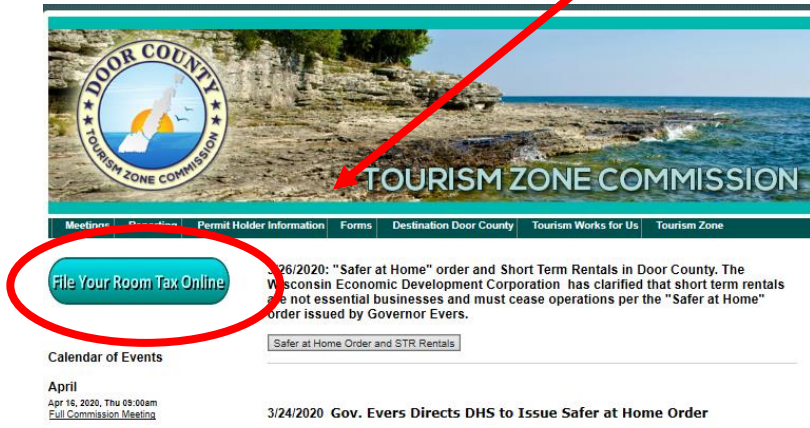


DOOR COUNTY TOURISM ZONE HOW TO FILE ONLINE

Username: _____
Password: _____

This guide is to help permit holders file their monthly room tax reports online. 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 system will calculate the tax for you. You can also view past payments and update your contact information.

1. Go to www.doorcountytourismzone.com. Click on the button that says, "**FILE YOUR ROOM TAX ONLINE**"
2. You can also use this direct link into the portal: <https://inline.com//RoomTax/newlogin/>



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



4. Along with a Permit Number, you were issued a unique **USERNAME** and **PASSWORD** to log in to this secure area. The login information is on the cover letter of the permit packet and/or your welcome email. If you can't locate this information, please contact the office.
 - a. The **USERNAME** begins with "RT," and the **PASSWORD** is case sensitive.
 - b. Enter your **USERNAME/RT NUMBER** on the first line and on the second line, enter your **PASSWORD**.
 - c. Click "**LOGIN**"

5. If you have forgotten your password, you can click on the **"FORGOT PASSWORD"** button and the system will send the email to the address on record.
 - a. The email will come from donotreply@baylakesis.com - please be sure to check your spam/junk folder.
6. Once logged in, you will land on your main profile page.
 - a. From here you can look at past filings by clicking **"PAST FILINGS"**, update information and enter your payment information. If you make changes, please click **"UPDATE INFORMATION ABOVE"** to save.
 - b. If you need to change your months of operation, please email the office: info@doorcountytourismzone.com
7. We recommend that you add your banking and routing information to your profile page so that you don't have to enter your payment information each time you file.
 - a. Enter the banking and routing information and select the account type: Checking or banking.
 - b. Click **"UPDATE INFORMATION ABOVE"** to save the information.
 - c. With your payment information saved it will "auto-fill" for you each month in the payment fields of the report form.
 - 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).
 - a. Your payment information is secure and private.
8. When you are ready to begin the room tax report filing, click **"ONLINE FILING"** at the bottom of the page.



9. **HELPFUL HINTS FOR ONLINE FILING:**

- a. Be careful with the month and year you select. Selecting the wrong year could cause you to incur late fees unnecessarily. If you incur late fees when you feel you shouldn't, please check your month and year selected to make sure you're filing the correct month and year.
- b. Please use numerical values, no symbols such as dollar signs (\$) or commas (,) are needed. They will cause errors with the filing.
- c. If you have marketplace sales with reservations made before and after 1/1/2020 and direct bookings, the combined total of **ALL REVENUES** is entered on **LINE 3 "GROSS LODGING SALES"**. (Do not include sales or room tax)
 - i. Who is a marketplace provider? [Marketplace provider](#), means any person who facilitates a retail sale by a seller by listing or advertising for sale by the seller, in any manner, tangible personal property, or items, property, or goods or a service and, who directly or indirectly, through agreements or arrangements with third parties, processes the payment from the purchaser for the retail sale, regardless of whether the person receives compensation or other consideration in exchange for the services provided by the person.

- ii. The system will do the work for you, it will only calculate tax on the reservations in which you owe room tax (direct bookings and reservations made prior to 1/1/2020 on marketplace platforms).
- iii. Please don't assume all marketplace platforms are collecting and remitting local municipal room tax. Before entering payments made on your behalf, be sure that you can see that 11% has been collected on the reservation (5.5% state sales tax and 5.5% local municipal room tax).
 - a. Please be sure that you are only reporting only the 5.5% local room tax portion of the tax collected, not the full 11%.
 - b. Custom Taxes on Airbnb: If you have set up Custom Taxes on Airbnb, you will not report anything in Section 5.
 - c. Evolve: If you use Evolve, currently the company collects and remit the taxes directly to you. You will not need to report in Section 5.
- d. **LINE 5 - Total Lodging Marketplace Sales:** The entry on this line should only be the total of your lodging sales (lodging + [taxable fees](#) + [traveler service fee](#)) for reservations made **AFTER** 1/1/2020 for marketplace platform(s) that are collecting local municipal room tax (not all may be collecting). Please confirm for each reservation, the date the reservation was made and that a total of 11% was collected, as key indicators that room tax was collected and remitted on your behalf.

For each below, report how much room tax was paid on your behalf [More Detail](#)

Example:
 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 5 enter gross 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.



Payments Made on Your Behalf: Line 5 enter lodging sales for all marketplace providers in which you know room tax was collected.
 5a-5d: Report how much room tax was paid on your behalf by each marketplace provider.
THE AMOUNTS ENTERED ON 5A-5D MUST TOTAL 5.5% OF WHAT IS ENTERED ON LINE 5.

5. Total lodging sales in which room tax was collected on your behalf: * [More Detail](#)

5a. Amount of room tax paid by Airbnb: *

5b. Amount of room tax paid by VRBO: *

5c. Amount of room tax paid by Expedia Collect: *

5d. Amount of room tax paid by Booking.com Collect: *

Calculate

1. THE AMOUNTS ON 5A-5D "ROOM TAX PAYMENTS MADE ON YOUR BEHALF" MUST BALANCE BACK TO 5.5% OF WHAT IS ENTERED ON LINE 5.

- a. If you get an error in this section, please check that the totals for line 5a-5d are 5.5% of what you entered on line 5.
- 2. If you owe nothing because the lodging marketplace remitted all taxes on your behalf, please select **"NO AMOUNT DUE"** for the payment method and the date you want the filing submitted.

NEED LINE BY LINE, STEP BY STEP INSTRUCTIONS? PLEASE CONTINUE

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 **ALL** lodging sales (including direct bookings and lodging marketplace providers) for the reporting period including applicable 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. If filing online, please email information to info@doorcountytourismzone.com

LINE 5 – 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.:

If you rent through a marketplace provider who collects local room tax on your behalf, include the revenue in your Gross Lodging Sales (**LINE 3**) and on **LINE 5** enter Gross Sales for all marketplace providers in which you can **confirm** room tax has been collected and remitted on your behalf.

LINE 5a-5d - Amount of Room Tax Paid on Your Behalf: For lines 5a-5d, report how much room tax was paid on your behalf by each marketplace provider. **The amounts entered on lines 5a-5d must balance to 5.5% of what is entered on line 5.** For EACH platform you will enter the tax paid on your behalf for the report month on the designated report line.

- ✓ 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 plus interest will be assessed.

▶ Click "**CALCULATE**"

▶ Enter the "**PAYMENT METHOD**".

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

b. If you have room tax due, you have the choice of paying by ACH or by Credit Card.

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 you will have to enter it each month you file).

b. **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.

The screenshot shows the 'Make A Payment' interface for Door County Tourism Zone, WI Room Tax. At the top, there are navigation links: 'Back to Door County Tourism Zone', 'Make A Payment', 'Fee Calculator', 'Payment Verification', and 'Help'. The main heading is 'Make A Payment' with the Door County logo and 'Door County Tourism Zone, WI Room Tax'. A disclaimer states: 'This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee, and total. Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.' Below this is a table:

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


Below the table is a section for 'Official Payments Terms and Conditions' with a scrollable area. At the bottom, there are 'Decline' and 'Accept' buttons. A red arrow points to the 'Decline' button.

If you fail to complete the payment section with Official Payments, your filing will not be submitted.

▶ **ENTER THE DATE** you would like payment applied – even if you owe \$0, please enter the date you want the filing submitted.

▶ **CLICK BOX** “I attest to the accuracy of all information contained in the report.”

▶ **CLICK “SUBMIT QUERY”**

▶ 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. 

▶ 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.

Thank you for your room tax information submission it has been recorded!
Please Do not click the back button and resubmit!
Please Print A Copy for Your Records

PermitNumber: [REDACTED]
BusinessName: [REDACTED]
BusinessAddress: [REDACTED]
MailingOrganizationAddress: [REDACTED]
MunicipalCode: 34
SubmittedBy: office
NewAddress:
BusinessPhone: [REDACTED]
MailingOrganizationHall: [REDACTED]
ReportMonthYear: September 2014
ReportYear: 2014
TotalAvailableRentalUnits: 0
NumberofDays: 0
TotalLodgingSales: 0
TaxExemptSales: 0
NetTaxable: 0
AmountDisbilled: 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