



GUIDE TO MONTHLY ROOM TAX REPORTING

This guide is to assist permit holders in calculating their room tax. Because different Lodging Marketplace platforms require different steps – please refer to each applicable section that you advertise your property with.

REPORTING AND REMITTING ROOM TAX:

All amounts collected for room shall be deemed to be held in trust by the permit holder collecting the tax until remitted to the Tourism Zone Commission.

HOW DO I FILE MY ROOM TAX REPORTING?

Permit holders file room tax reports online. Your username and password to log into your reporting profile are on the cover letter of the permit packet that was returned to you after submitting the Lodging Permit Application. If you need to obtain a username and password, please contact the office. Your username is different than your permit number.

WHERE DO I GO TO FILE ONLINE?

1. Go to doorcountytourismzone.com and click "File your room tax online" on the home page (top left corner)
2. Log in, using your Username (the "RT" number) and the password we provided you with your permit (on the cover letter).



WHEN IS ROOM TAX DUE?

DUE DATES: The reports are due in our office by the last day of the month following the report month (August 2022 room tax is **due in office** by September 30th, 2022). If the due date for the report month falls on a weekend, the due date remains the same.

Room Tax Due Dates

Report Month	Report and Payment Due in Office By
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

LATE REPORTING & PAYMENTS: Delinquent returns are subject to a \$25 late fee plus 1% interest that continues to accrue until the tax is paid. After 30 days' delinquency, an additional twenty-five percent (25%) of the room tax due or five thousand dollars (\$5,000.00) whichever is less, of the tax is due and owing, and other fees (e.g., legal fees incurred) may be assessed. If noncompliance continues and the attorney or collection agency must follow up, the permit holder is also subject to paying legal fees.

- **IMPORTANT:** If a marketplace provider is paying your room tax on your behalf, the importance of your reporting responsibility remains unchanged. Marketplace payments cannot be distributed to your municipality without your monthly room tax reporting. Late fees will still apply for reporting of marketplace reporting with no tax due by the permit holder.

WHAT ABOUT ADVANCED DEPOSITS? DO I REPORT THEM WHEN I RECEIVE THEM?

DEPOSITS: Advance deposits should not be reported until the rental period, and then included as part of the total rental. Until then, it is simply a payment to hold the rental period. If a fee is withheld, or the advance payments not refunded due to cancellation, there has been no lodging service. By Sales Tax rules it would not be subject to sales tax, and Room Tax would follow the same rule.

CAN I COMBINE MONTHS ON MY REPORTS?

Months cannot be combined for reporting. **Each month must be reported separately.**

RENTALS THAT CARRY OVER BETWEEN MONTHS: How to report?

Split month stays are reported based on arrival date. The departure day is not counted in the nights rented. Please report all taxable revenue and nights rented for a split month stay in the arrival month.

WHAT MONTHS DO I REPORT?

When you submitted your lodging permit application for your property you indicated the months you were going to operate. These are the **only** months that you will need to file a report (unless you have an unexpected rental outside of these months).

If you do not have any rentals in a month you indicated you would be open, a report is still required showing \$0 income. If you have an extra rental outside the months you indicated you were renting, please file your report as usual. You may hear from the Tourism Zone office to ask if the rental months should be changed on your permit.

DOES THE COMMISSION NEED TO KNOW IF MY OPERATING MONTHS HAVE CHANGED?

PERMIT CHANGES: Lodging providers have 14 days from a qualifying event to update information on your permit. A "QUALIFYING EVENT" would be a change in rental agent or contact person, addition, or reduction in the number of units available, change in the months the business is open, or the sale of the business. Please use a [CHANGE OF INFORMATION FORM](#). If adding units to your permit on the same property, please complete the form and remit prior to advertising the new units. Call or email the office if you have any questions. When you cease rentals and wish to deactivate your permit, please contact the office directly for assistance.

HOW ARE NO-SHOWS & CANCELLATIONS TO BE HANDLED?

Forfeited Room Deposits: Amounts customers deposit to hold a room and which are forfeited to the hotel because the customer fails to arrive and use the room ("no shows") are not subject to Wisconsin Sales Tax or Room Tax, if the room is available to be furnished to another guest. If the hotel keeps the room available for the guest who is charged the deposit, the deposit is taxable.

Cancellation Fees: Amounts charged to customers who cancel a room reservation are not subject to Wisconsin Sales Tax or Room Tax, if the room is available to be furnished to another guest. If the hotel keeps the room available for the customer who is charged the cancellation fee, the cancellation fee is taxable.

ARE ANY GUESTS EXEMPT FROM PAYING ROOM TAX?

In general, sales of lodging services are subject to Room Tax. An exemption applies however, for sales of lodging services to exempt entities that furnish appropriate documentation to the lodging provider or stays for one Month or More — Furnishing lodging to the same person or entity (e.g., corporation, partnership, sole proprietorship) at a hotel for a continuous period of one month or more is not subject to Wisconsin sales tax or Door County Room Tax.

- ✓ When filling out your monthly report by mail you will be required to enter the CES# when claiming an exemption(s) or provide the dates of the one month or more rental.
- ✓ If filing online, the lodging provider is required to email or mail documentation of exempt sales to the Tourism Zone office as outlined in [PUBLICATION 219, HOTELS, MOTELS AND OTHER LODGING PROVIDERS](#)
 - Note: If the lodging provider issues the billing solely in the employee's name (rather than the tax exempt organization), the sale is taxable since it is considered to be a sale to the individual, rather than a sale to the tax exempt organization.
 - **Documentation to Retain:** The lodging provider must keep a copy of each of the documents (e.g., invoice or billing document, purchase order, CES number, exemption certificate) to show that the sale was exempt.

WHAT IS THE DEFINITION OF A MONTHLY RENTAL? A monthly rental (exempt) means a calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last (departure) day of rental.

- ✓ Additional information about the sales tax treatment of lodging services is provided in [PUBLICATION 219, HOTELS, MOTELS AND OTHER LODGING PROVIDERS](#)

HOW ARE LODGING PACKAGES HANDLED?

The entire charge for furnishing lodging packages, which include lodging along with other taxable or nontaxable property or services, is subject to Wisconsin Sales Tax and Room Tax, assuming more than 10 percent of the purchase price and sales price of the package is related to taxable products (i.e., lodging service, prepared food, admissions, etc.).

- Example — Lodging Packages: Hotel E offers a lodging package for \$170. The package includes two nights of lodging, two breakfast buffets, dinner, and the use of the health spa. The entire \$170 is subject to tax.

WHAT IS TAXABLE AND WHAT IS NOT?

* You will want to make sure that you set up your online listings with the correct taxable items. Please refer to WI Department of Revenue [PUBLICATION 219](#) for further details as they are updated regularly.

TAXABLE:

- **Meeting rooms** used for amusement, entertainment, athletic or recreational purposes.
- **Deposits:** If a guest fails to show and the hotel keeps the room available for the guest who has been charged the deposit, the deposit is taxable.
- **Cleaning fees-** If the cleaning fees are mandatory and charged in connection with the furnishing of lodging the cleaning fee is considered part of the sale of the lodging. If the lodging charge is subject to tax, the cleaning fee is subject to tax.
- **Cancellation Fees:** If the hotel keeps the room available for the customer who is charged the cancellation fee, the cancellation fee is taxable
- **Late Check Out Fees:** Amounts charged to customers for late check-out in connection with the furnishing of lodging are part of the sale of the lodging to the customer. If the lodging is subject to tax, the late check-out fee is also subject to tax.
- **Smoking fees:** A fee charged by the hotel for cleaning that is charged on all smoking rooms is considered part of the sales price from lodging is taxable.
- **Pet Fees:** Amounts charged to customers with pets are considered a part of the total sale of the lodging to the customer. If the lodging charge is subject to tax, the amount charged as a pet fee is also subject to tax.
- **Lodging Packages** — The entire charge for furnishing lodging packages, which include lodging along with other taxable or nontaxable property or services, is subject to Wisconsin sales tax, assuming more than 10 percent of the purchase price and sales price of the package is related to taxable products (i.e., lodging service, prepared food, admissions).
- **Resort Fees and Fuel Surcharge Fees** — Mandatory resort fees and fuel surcharge fees charged in connection with the furnishing of lodging is considered part of the sale of the lodging. If the lodging charge is subject to tax, these fees are also subject to tax.
- **Lost Key Fees** — Amounts charged to customers for lost keys in connection with the furnishing of lodging are part of the sale of the lodging to the customer. If the lodging charge is subject to tax, the lost key fee is also subject to tax.
- **Lock Out Fees** — Amounts charged to guests if the guest is locked out of the room and the lodging provider has to let the guest back into the room are not subject to tax.
- **Furniture and Equipment** — Rentals of furniture and equipment, such as rollaway beds, tables, audio-visual equipment, video tapes and games, DVDs, microphones, microwave ovens, refrigerators, etc., that are separate and optional from the room rental are subject to Wisconsin sales tax.

NOT TAXABLE

- **Complimentary Rooms** A lodging provider is not liable for sales or room tax on the furnishing of complimentary rooms that are provided for no consideration to guests, employees, travel agents, advertisers, or other persons.
- **Meeting Rooms** used for meetings, conventions, conferences and seminars.
- **Forfeited room deposits** – Amounts customers deposit to hold a room and which are forfeited to the hotel because the customer fails to arrive and use the room are not subject to room tax, if the room is available to be furnished to another guest.
- **Security Deposits** — Amounts charged to customers as security deposits solely for damages to the room are not subject to Wisconsin sales tax if such amounts are returned to the customer if there is no damage to the room.
- **Damage fees:** Fees charged by the hotel for damages to the hotel room or furnishings are not subject to tax
- **Cancellation Fees:** Amounts charged to customers who cancel a room reservation are not subject to tax if the room is available to be furnished to another guest.

- **Smoking Fees:** If the charge is a cleaning fee that is imposed only on rooms that require additional cleaning after the lodging period is over, the fee is not taxable.
 - **Child Care Service:** Fees for providing child care services are not subject to tax
 - Lodging for Federal and Wisconsin Governmental Agencies, Federally Recognized American Indian Tribes or Bands in Wisconsin, and Certain Nonprofit Organizations — Lodging furnished to the agencies, tribes or bands, and organizations listed in PUB 219 are not subject to Wisconsin sales tax: Wisconsin governmental agencies (including counties, cities, villages, towns, and public school districts), Federal governmental agencies, Federally recognized American Indian tribes or bands in Wisconsin, and Nonprofit organizations organized and operated exclusively for religious, charitable, scientific, or educational purposes, or for the prevention of cruelty to children or animals. For lodging furnished to these governmental agencies, tribes or bands, and nonprofit organizations to be exempt from Wisconsin sales tax, please refer to [PUB 219](#) for what must be obtained and kept on file by the lodging provider for tax exempt lodging stays.
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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/questions you might encounter.

Door County Tourism Zone Commission

920-854-6200 – info@doorcountytourismzone.com

The Door County Tourism Zone Commission makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the information herein, its use, or its interpretation. The following information is provided "as is". Information received via this website should not be construed as legal, tax or financial advice; an appropriate professional should be consulted regarding your particular situation.



DOOR COUNTY TOURISM ZONE COMMISSION

PO BOX 55, SISTER BAY WI 54234

Email: info@doorcountytourismzone.com

Website: www.doorcountytourismzone.com

How To Calculate and Enter Your Room Tax Online-2022

Notes for Permit Holders Using Marketplace Providers

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. **The most common Marketplace Providers are Airbnb, VRBO etc.**

IF A MARKETPLACE PROVIDER CHARGES ADDITIONAL FEES FOR FACILITATING A SALE, WHAT AMOUNT IS SUBJECT TO TAX? A Marketplace Provider is required to collect and remit Wisconsin sales and use tax and local municipal room tax on the entire amount charged to a purchaser, including any amount charged by the Marketplace Provider for facilitating the sale, as provided in sec. 77.52(3m)(a), Wis. Stats.

STATUS/WHERE TO START

WHAT IS THE STATUS OF ROOM TAX COLLECTION BY MARKETPLACE PROVIDERS IN DOOR COUNTY?

Expedia, Airbnb, and VRBO have all settled taxes made in 2021 for 2022. If a tax is shown to be collected at 5.5%, there is no additional action that will need to be taken. Owners and agents can report these bookings at the 8.0% rate. However, if bookings continue to come in at the incorrect tax rate, permit holders should contact the Door County Tourism Zone.

- If you use Airbnb “Custom Taxes”, taxes are collected and remitted to you for payment to the proper taxing authority. No Marketplace Sales are reported on your room tax reporting.
- If you use TripAdvisor, you will not enter Marketplace sales or payments on your room tax reporting.
- If you use Expedia you need to determine if you are set up as “Hotel Collect” or “Expedia Collect”. If using “Hotel Collect”, you would not report Marketplace Sales.
- If you use Booking.com, please contact the company for information with regards to room tax collection. For all of 2021, Booking.com did not remit any room tax for any Door County Lodging Property.
- Have a stay that covers two (2) report months? Keep the stay in the month that your MP platform lists the stay in.
- If you utilize “stripe” and are an Independent Property Manager “IPM” you will not be able to claim Marketplace Payments made on your behalf by VRBO. Please contact the office for further information.

Online Filing Instructions-VRBO/Direct Bookings and VRBO

1. Go to www.doorcountytourismzone.com
2. Click the “File Your Room Tax Online” button on the left side of the screen.

DOOR COUNTY TOURISM ZONE COMMISSION

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File Your Room Tax Online

The Door County Tourism Zone Commission

Click the button below to find instructions on filing your room tax in 2022.

Online Room Tax Filing Instructions | 2022 Filing Instructions

Calendar of Events

January
Jan 20, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

February
Feb 17, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

March
Mar 17, 2022, Thu 09:00am
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April
Apr 21, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

May
May 19, 2022, Thu 09:00am
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Our office is open from 8:00 am to 4:00 pm Monday through Friday.

2022 Filing Instructions

To help permit holders adjust to the new room tax, the Tourism Zone will be providing training sessions to walk through filing 2022 room tax reports. The meetings will be recorded and available on our site throughout 2022. Instruction sessions will be available via Zoom on the following dates:

January 6, 2022 at 1:00 pm: <https://us02web.zoom.us/j/83918194428>

January 21, 2022 at 3:00 pm: <https://us02web.zoom.us/j/88642057939>

February 11, 2022 at 6:00 pm: <https://us02web.zoom.us/j/81494432922>

Any stay occurring in 2022 or beyond must be taxed at 8.0% regardless of when the reservation, deposit, or stay was paid.

All 2022 bookings will have the 8.0% tax rate applied, regardless of what date the booking occurred. If a booking is made in 2021 for a stay that occurs in 2022, the tax rate will be 8.0%. If there is a stay that spans between December 31, 2021 and January 1, 2022, the stay can be split into two different tax rates. However, any booking with a check-in date past January 1st will only be taxed at 8.0%.

Looking for a brief introduction to room tax in Door County? Watch our explainer video below:

In the news:
Press Release 3-23-17

Door County Vacation Home Rentals | Watch later | Share

3. Enter your profile's login information. All usernames will start with RT.



Monthly Room Tax Report Login

To Change your password: Please click "Change Password". On the next screen, enter the requested information.

Forgot your password? Click "Forgot Your Password". On the next screen enter your RT number. The system will email you your password (be sure to check your spam for the email)

[For help on how to file click here](#)

Still Need help? Please call the Tourism Zone office 920.854.6200 or email info@doorcountytourismzone.com


User Name: Example (RT1001)

Password: (Case Sensitive)

Login

[Forgot Your Password?](#)

[Change Password](#)



Welcome to Door County Room Tax Collection

Your Current Information

The form below contains your current information. To make changes click on the field you would like to edit and make the necessary changes when done, click the Update Above Information button. To Make a online submission of room tax information click the Online Filing Button. If you need to update your months please contact the office @ 920-854-6200 or email info@doorcountytourismzone.com

Past Filings

Your Property Name

Lodging Address

Lodging City

Lodging Zip Code

Months that you are open: January February March April
 May June July August
 September October November December

Please Call If you would like to adjust your months of operation please contact the Tourism Zone office

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

Owners Bank Routing Number


Account Type

Update Information Above

Online Filing

4. Scroll down to the bottom of your profile page and click "Online Filing."
5. Make sure to enter the correct report month and report year, as well as your name under the "Report completed by" line.

6. In line 1 of the Tourism Zone room tax filing form, enter the number of unit nights your rental was available for the month (Ex. If you had one rental unit available every day in March, your total available rental units would be 31).
7. In line 2 of the Tourism Zone room tax filing form, enter the number of nights your unit was rented for the month.



Monthly room tax reporting

Report and remittance due by the end of the month following the reporting month. Please complete all appropriate fields. * denotes required fields. [For help on how to file click here](#)

Lodging establishment	Tax calculation
Report month: * <input type="text" value="(Please select one)"/>	1. Total available rental units this month: * View example <input type="text"/>
Report year: * <input type="text" value="(Please select one)"/>	2. Number rented unit days this month: * View example <input type="text"/>
Permit number: * <input type="text"/>	3. Gross Lodging Sales this month: * More Detail <input type="text"/>
Lodging name: * <input type="text"/>	4. Total exemptions and exempt sales: * <input type="text"/>
Contact information	For each below, report how much room tax was paid on your behalf More Detail
Report completed by: * <input type="text"/>	5. Total lodging sales in which room tax was collected on your behalf: * More Detail <input type="text"/>
Email address: * <input type="text"/>	5a. Amount of room tax paid by Airbnb: * <input type="text"/>
Phone: <input type="text"/>	5b. Amount of room tax paid by VRBO: * <input type="text"/>
	5c. Amount of room tax paid by Expedia Collect: * <input type="text"/>
	5d. Amount of room tax paid by Booking.com Collect: * <input type="text"/>
	5e. Amount of room tax paid by Evolve Collect: * <input type="text"/>
	<input type="button" value="Calculate"/>

8. Sign in to VRBO and make sure you are using your hosting profile.
9. Click on “Calendar” and select which month you will be reporting for.

Print Import & export Feedback & help Show or hide Settings

Calendar < Sep > 2021 Month Year

Bookings and blocks list

- Sep 2021
- Block Thu, Sep 2 - Sun, Sep 5, 2021
- Block Thu, Sep 9 - Tue, Sep 14, 2021
- Block Tue, Sep 14 - Sat, Sep 18, 2021
- Block Sat, Sep 18 - Tue, Sep 21, 2021
- Block Fri, Sep 24 - Mon, Sep 27, 2021
- Block Thu, Sep 30 - Sun, Oct 3, 2021

10. Click on your first booking for the month.

< Inbox Print

This message is only visible to you

6:30 PM

Booking request
 Thu, Sep 9 → Tue, Sep 14
 5 nights
 6 adults - 3 children

6:30 PM

You instantly accepted Charles's booking

7:11 PM

2:02 PM

Completed Res ID: [Redacted]

CC

Email verified

★★★★ (1)

Booking details

Check in Thu, Sep 9 → Check out Tue, Sep 14

5 nights

6 adults - 3 children

Prop ID [Redacted]

Edit or cancel booking

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

11. Scroll down on the page and you will see a button that says “View full traveler payment” on the right. Click on it.

Payment details	
\$2,920.33	
Total payout*	
Booking amount	\$3,047.25
Adjustments	-\$25.00
View full traveler payment: \$3,822.71	
Paid to Vrbo	\$101.92
View itemized deductions	
<hr/>	
Total payout*	\$2,920.33
<small>* Your payout is the booking amount minus deductions. It excludes damage deposit, property damage protection, taxes, and service fees.</small>	

12. Add together the Booking amount and Traveler service fee.
 13. The booking amount plus the traveler service fee will be your total gross sales for the month if you only book through VRBO. Put this number in line 3 and line 5 on your report form as the gross lodging sales. If you also book directly, add your direct sales to line 3 in your reporting form as well.

Traveler payment	
5 nights	\$2,475.00
Cleaning Fee	\$300.00
Property Fees	\$272.25
Booking amount	\$3,047.25
Property damage protection	\$59.00
Lodging taxes we remit	\$375.46
Traveler service fee	\$366.00
Partial refund <i>9/14/2021</i>	-\$25.00
<hr/>	
Total traveler payment	\$3,822.71

$\$3047.25 + \$366.00 =$
 $\$3413.25$
 $\$3413.25 \times 13.5\% =$
 $\$460.79$ remitted
 lodging taxes

14. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will always be zero. If one of the previously mentioned conditions has been met, add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption at any time.
15. Multiply the number in line 5 (the gross lodging amount for marketplace platforms) by .08 (gross lodging total x 8% municipal room tax). This is the total amount of municipal tax that should be remitted by VRBO on your behalf. Enter this total into line 5b.
16. If you do not use any other marketplace providers, put zeroes in the other line 5 sections.
17. Click calculate.
18. Select your payment option. Select “No amount due” if the total amount due is zero. If you choose to pay using a credit card, you will enter the card’s information on the next page.

Late filing penalty and interest

Late filing penalty \$25.00 = :

Late interest 1% per month = :

Total Paid on your Behalf

Total paid on your behalf = : *

Total amount due

Total amount due = : *

Payment information

Payment method: Help

If paying online, what type of account will you be using? Savings Checking

Routing number (9 digits):

Account number:

Date you would like payment applied (e.g. 02/28/2016):

Admin entered:

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 button.

I attest to the accuracy of all information contained in the report. *

Submit

19. Click the button at the bottom to attest that the information you are submitting is accurate.
20. Click submit. A confirmation page should pop up that can be saved or printed. We advise all permit holders to save or print these pages for their records.

Filing Instructions-Direct Bookings Only

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Lodging Address

Lodging City

Lodging Zip Code

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May <input type="checkbox"/>	June <input type="checkbox"/>	July <input type="checkbox"/>	August <input type="checkbox"/>
September <input type="checkbox"/>	October <input type="checkbox"/>	November <input type="checkbox"/>	December <input type="checkbox"/>

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

Owners Bank Routing Number

Account Type

Update Information Above

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Permit number: * <input type="text"/>	3. Gross Lodging Sales this month: * More Detail <input type="text"/>
Lodging name: * <input type="text"/>	4. Total exemptions and exempt sales: * <input type="text"/>
Contact information	For each below, report how much room tax was paid on your behalf More Detail
Report completed by: * <input type="text"/>	5. Total lodging sales in which room tax was collected on your behalf: * More Detail <input type="text"/>
Email address: * <input type="text"/>	5a. Amount of room tax paid by Airbnb: * <input type="text"/>
Phone: <input type="text"/>	5b. Amount of room tax paid by VRBO: * <input type="text"/>
	5c. Amount of room tax paid by Expedia Collect: * <input type="text"/>
	5d. Amount of room tax paid by Booking.com Collect: * <input type="text"/>
	5e. Amount of room tax paid by Evolve Collect: * <input type="text"/>
	<input type="button" value="Calculate"/>
	Net taxable sales: * <input type="text"/>
	x 5.5% = : * <input type="text"/>

8. In line 3, enter the total amount of taxable lodging sales for the month.

9. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will be zero. If one of these conditions has been met, add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption.
10. In line 5, enter zero.
11. In lines 5a-5e, enter zero.
12. Click calculate.
13. Enter your banking or credit card information. Select “No amount due” if the total amount due is zero.

Late filing penalty and interest

Late filing penalty \$25.00 = :

Late interest 1% per month = :

Total Paid on your Behalf

Total paid on your behalf = : *

Total amount due

Total amount due = : *

Payment information

Payment method: Help (Please select one)

If paying online, what type of account will you be using? Savings Checking

Routing number (9 digits):

Account number:

Date you would like payment applied (e.g. 02/28/2018):

Admin entered:

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 button.

I attest to the accuracy of all information contained in the report. *

Submit

14. Click the button at the bottom to attest that the information you are submitting is accurate.
15. Click submit. A confirmation page should pop up that can be saved or printed. We advise all permit holders to save and print these pages for their records.

Filing Instructions-Airbnb/Direct Bookings and Airbnb

1. Go to www.doorcountytourismzone.com
2. Click the “File Your Room Tax Online” button on the left side of the home screen.

DOOR COUNTY TOURISM ZONE COMMISSION

Tourism Zone | Forms | Reporting | Meetings | Permit Holder Information | Destination Door County | Tourism News

File Your Room Tax Online

The Door County Tourism Zone Commission

Click the button below to find instructions on filing your room tax in 2022.

[Online Room Tax Filing Instructions](#) | [2022 Filing Instructions](#)

Calendar of Events

January
 Jan 20, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

February
 Feb 17, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

March
 Mar 17, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

April
 Apr 21, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

May
 May 19, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

Our office is open from 8:00 am to 4:00 pm Monday through Friday.

To help permit holders adjust to the new room tax, the Tourism Zone will be providing training sessions to walk through filing 2022 room tax reports. The meetings will be recorded and available on our site throughout 2022. Instruction sessions will be available via Zoom on the following dates:

January 6, 2022 at 1:00 pm: <https://us02web.zoom.us/j/83918194428>
 January 21, 2022 at 3:00 pm: <https://us02web.zoom.us/j/88642057939>
 February 11, 2022 at 6:00 pm: <https://us02web.zoom.us/j/81494432922>

Any stay occurring in 2022 or beyond must be taxed at 8.0% regardless of when the reservation, deposit, or stay was paid.

All 2022 bookings will have the 8.0% tax rate applied, regardless of what date the booking occurred. If a booking is made in 2021 for a stay that occurs in 2022, the tax rate will be 8.0%. If there is a stay that spans between December 31, 2021 and January 1, 2022, the stay can be split into two different tax rates. However, any booking with a check-in date past January 1st will only be taxed at 8.0%.

Looking for a brief introduction to room tax in Door County? Watch our explainer video below:

[Door County Vacation Home Rentals](#) | Watch later | Share

In the news:
 Press Release 3-23-17

3. Enter your profile's login information. All usernames will start with RT.



Monthly Room Tax Report Login

To Change your password: Please click "Change Password". On the next screen, enter the requested information.

Forgot your password? Click "Forgot Your Password". On the next screen enter your RT number. The system will email you your password (be sure to check your spam for the email)

[For help on how to file click here](#)

Still Need help? Please call the Tourism Zone office 920.854.6200 or email info@doorcountytourismzone.com


User Name: Example (RT1001)

Password: (Case Sensitive)

[Forgot Your Password?](#)

[Change Password](#)

4. Scroll down to the bottom of your profile page and click "Online Filing."



Welcome to Door County Room Tax Collection

Your Current Information

The form below contains your current information. To make changes click on the field you would like to edit and make the necessary changes when done, click the Update Above Information button. To Make a online submission of room tax information click the Online Filing Button. If you need to update your months please contact the office @ 920-854-6200 or email info@doorcountytourismzone.com

Your Property Name

Lodging Address

Lodging City

Lodging Zip Code

Months that you are open: January February March April May June July August September October November December

Please Call If you would like to adjust your months of operation please contact the Tourism Zone office

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

Owners Bank Routing Number

Account Type

5. Make sure to enter the correct report month and report year, as well as your name under the “Report completed by” line.
6. In line 1 of the Tourism Zone room tax filing form, enter the number of unit nights your rental was available for the month (Ex. If you had one rental unit available every day in March, your total available rental units would be 31.)
7. In line 2 of the Tourism Zone room tax filing form, enter the number of nights your unit was rented for the month.

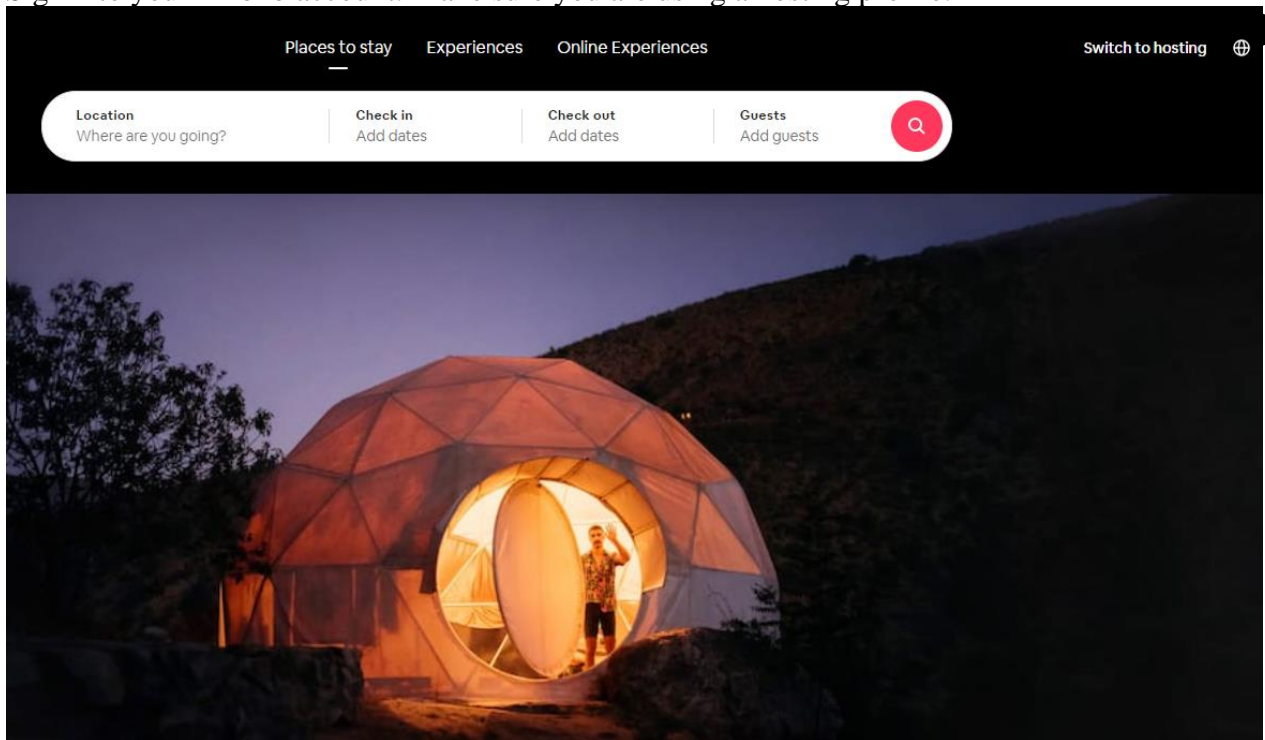


Monthly room tax reporting

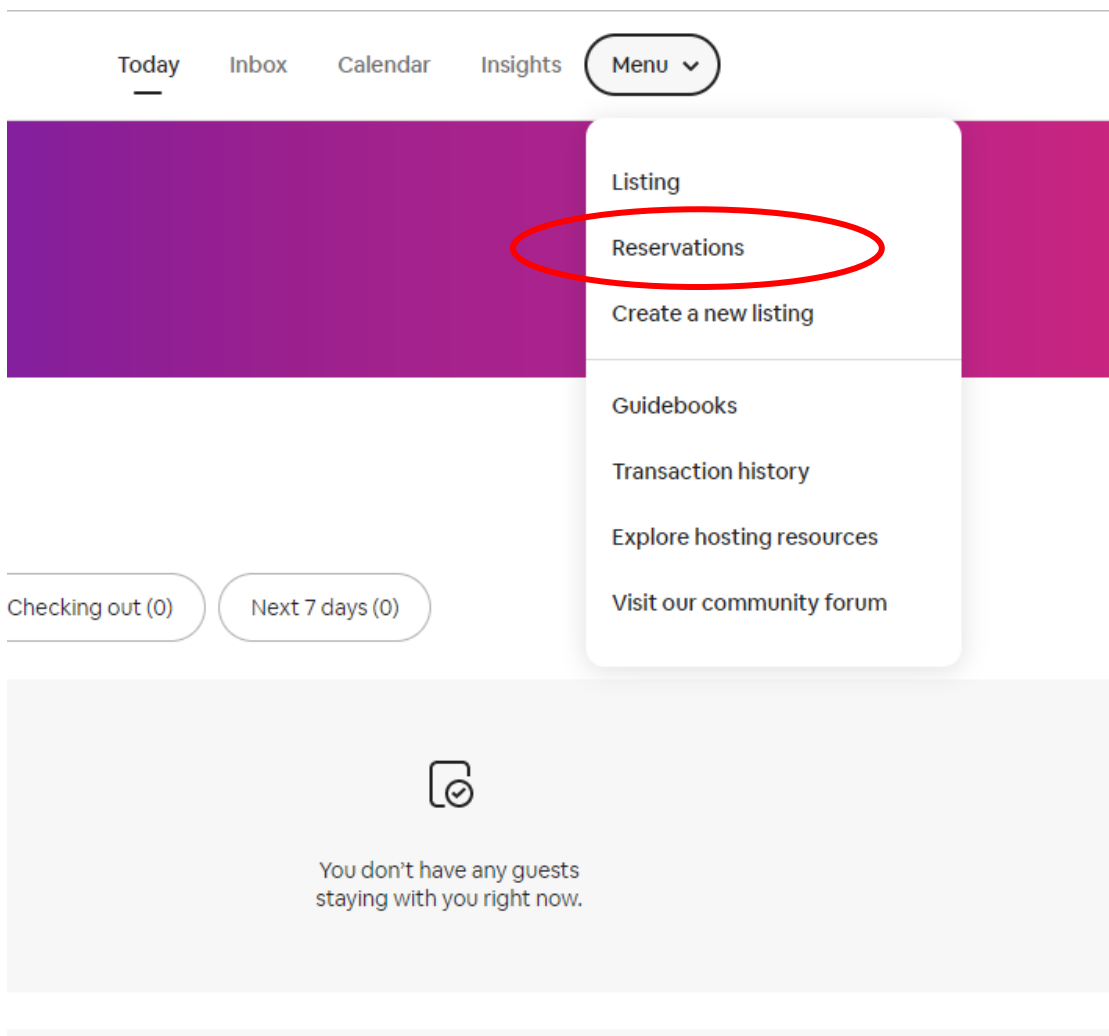
Report and remittance due by the end of the month following the reporting month. Please complete all appropriate fields. * denotes required fields. [For help on how to file click here](#)

Lodging establishment	Tax calculation
Report month: * <input type="text" value="(Please select one)"/>	1. Total available rental units this month: * View example <input type="text"/>
Report year: * <input type="text" value="(Please select one)"/>	2. Number rented unit days this month: * View example <input type="text"/>
Permit number: * <input type="text"/>	3. Gross Lodging Sales this month: * More Detail <input type="text"/>
Lodging name: * <input type="text"/>	4. Total exemptions and exempt sales: * <input type="text"/>
Contact information	For each below, report how much room tax was paid on your behalf More Detail
Report completed by: * <input type="text"/>	5. Total lodging sales in which room tax was collected on your behalf: * More Detail <input type="text"/>
Email address: * <input type="text"/>	5a. Amount of room tax paid by Airbnb: * <input type="text"/>
Phone: <input type="text"/>	5b. Amount of room tax paid by VRBO: * <input type="text"/>
	5c. Amount of room tax paid by Expedia Collect: * <input type="text"/>
	5d. Amount of room tax paid by Booking.com Collect: * <input type="text"/>
	5e. Amount of room tax paid by Evolve Collect: * <input type="text"/>
	Calculate
	Net taxable sales: * <input type="text"/>
	x 5.5% = : * <input type="text"/>

8. Sign into your Airbnb account. Make sure you are using a hosting profile.



9. Click on “Menu” at the top middle bar and then click on “Reservations.”





< Reservations

Filter

Upcoming **Completed** Canceled All



Health and safety guidance for Hosts and guests

As travel picks up again, we want to help our Hosts and guests remain safe. Please follow the health and safety guidance if you have any interaction with guests. [Review the guidelines](#)

Status Guests Check-in Checkout Booked Listing Confirmation Code Total Payout

< Reservations

Filter Export Print

Upcoming **Completed** Canceled All

Status	Guests	Check-in	Checkout	Booked	Listing	Confirmation Code	Total Payout	
Past guest	[Redacted]	Oct 21, 2021	Oct 24, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Oct 14, 2021	Oct 17, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Sep 30, 2021	Oct 3, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Sep 18, 2021	Sep 21, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,673.25	Details ...

Guest paid

\$545 x 3 nights	\$1,635.00
Cleaning fee	\$300.00
Guest service fee	\$273.18
Occupancy taxes	\$242.90
Total (USD)	\$2,451.08

- Click on “Completed” under Reservations.
- Under “Completed” you will see a list of all of your check-in dates. Make sure that you are only focusing on the booking taking place in the month you are reporting for.
- Click “Details” in the blue box to the right of your screen. This will create a popup screen that will show you what the guest paid for their rental.
- For the year 2022 only, you will not need to report differently if the tax percentage appears to be incorrect. This has been handled between the Door County Tourism Zone and Airbnb, as well as our

other marketplace providers. Instead, you will add together the nightly rate x number of nights, cleaning fee, and the guest service fee. This total will be your booking sales.

14. Go through each booking for your reporting month and follow the same process. The sum of all booking sales will be placed into line 3 and line 5. Make sure to add direct booking sales to line 3 only as well.
15. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will be zero. If one of the conditions has been met, please add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption.
16. Multiply the number in line 5 (the gross lodging amount on marketplace platforms) by .08 (gross lodging total x 0.8). This is the total amount of municipal tax remitted by Airbnb on your behalf. This total goes in line 5a.
17. If you do not use any other marketplace providers, put zeroes in the other line 5 sections.
18. Click calculate.
19. Enter your banking or credit card information. Select “No amount due” if the total amount due is zero.

The screenshot shows a web form for tax reporting. At the top right, there are sections for 'Late filing penalty and interest' with input fields for 'Late filing penalty \$25.00 = :', 'Late interest 1% per month = :', 'Total Paid on your Behalf' with 'Total paid on your behalf = : *', and 'Total amount due' with 'Total amount due = : *'. The 'Total amount due = : *' field is circled in red. Below this is the 'Payment information' section, which includes a dropdown for 'Payment method: Help' (circled in red), a radio button selection for 'Savings' or 'Checking', and input fields for 'Routing number (9 digits):', 'Account number:', 'Date you would like payment applied (e.g. 02/28/2018):', 'Admin entered:' (with 'yes' selected), and 'Actual Payment:'. Below the payment information is a 'Steps to complete' section with two numbered steps. The second step includes a checkbox for 'I attest to the accuracy of all information contained in the report.*' (circled in red) and a red 'Submit' button.

20. Click the button at the bottom to attest that the information you are submitting is accurate.
21. Click submit. A confirmation page should pop up that can be saved or printed. We advise all permit holders to save and print these pages for their records.

Common Issues with Submitting Reports:

1. Make sure you enter the correct report month and year before submitting. If you submit the incorrect month or year, do not attempt to fill out the form again. Contact the Tourism Zone to have the filing corrected.
2. Make sure you enter your name and phone number at the top left of the report before you submit it.

3. When entering thousands in any space, do not add a comma or the tax will not calculate. Do not put a dollar sign in front of your totals.
4. Remember to add zeroes to lines with marketplace providers that you do not use (ex. Booking.com)
5. Please note that Booking.com does not remit taxes to the Door County Tourism Zone. Line 5d will be zero.
6. Remember to click calculate after entering your monthly sales and taxes.
7. Even if you do not owe any money, you will need to select “No amount due” in the Payment method section of the form or you will not be able to submit your report.
8. The form will not be submitted until you attest to the accuracy of the report.