



# How to File Your Room Tax

If you need assistance logging into your room tax profile, please click to see our login instructions below.

[Login Instructions](#)

Once you have signed into your permit profile, click the “Online Filing” button at the top of the profile page. Under the Lodging Establishment section, select the report month and year from the dropdown options.

## 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](#)

Property Name **South St. Airbnb** Permit Number **02192398311**

### Lodging Establishment

Report Month\*

Report Year\*

In line 1, enter the total number of unit nights your rental was available for the month.

*Helpful Hint: If you had one rental unit (ex. one house) available every day in March, your total available rental units would be 31, if you had two units, it would be 62.*

In line 2, enter the total number of unit nights in which a stay occurred for the month.

### Tax Calculation

1. Total available rental unit nights this month: \*

[View Example](#)

2. Number rented unit days this month: \*

[View Example](#)

3. Gross Lodging Sales this month: \*

[More Detail](#)

4. Total exemptions and exempt sales: \*

Line 3 and line 5 entries will depend on which booking platforms are used for your property. Please click below to find individual instructions based on your marketing platforms.

<a href="#">Direct Booking</a>	<a href="#">Airbnb</a>	<a href="#">VRBO</a>	<a href="#">Expedia</a>
<a href="#">Evolve</a>	<a href="#">Booking.com</a>	<a href="#">Stripe</a>	

In line 3, enter your total sales for the month, including all applicable taxable fees (ex. cleaning fees and pet fees).

In line 4, enter any exempt sales.

Helpful Hint: most permit holders will rarely have exempt sales. Sales qualify as exempt under the following conditions most often: if a guest stayed 30 or more nights in a row or the guest is able to provide proof of tax exemption (a CES number), the stay is exempt from short-term rental tax and the sales amount can be added into line 4. Please be advised that the Tourism Zone reserves the right to request copies of documentation proving exemption.

In line 5, enter any sales made through marketplace provider platforms in which tax was collected and remitted on your behalf, which was found when calculating line 3.

In lines 5a-5e, enter 8% of the sales made through marketplace provider platforms into the corresponding line. For any marketplace providers you do not use, simply enter zero.

If you do not use any marketplace providers, put zeroes in all line 5 sections.

Click "Calculate."

### Tax Calculation

1. Total available rental unit nights this month: *	<input type="text"/>	2. Number rented unit days this month: *	<input type="text"/>
<a href="#">View Example</a>		<a href="#">View Example</a>	
3. Gross Lodging Sales this month: *	<input type="text"/>	4. Total exemptions and exempt sales: *	<input type="text"/>
<a href="#">More Detail</a>			

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

5. Total lodging sales in which room tax was collected on your behalf: *	<input type="text"/>	5a. Amount of room tax paid by Airbnb: *	<input type="text"/>
<a href="#">More Detail</a>			
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: \*  
x 15.5% for 2021 & 8.0% for 2022) = : \*

The total taxes paid on your behalf and the amount due will be listed on your form. Any late fees and penalties will automatically be calculated.

Select your payment method. Select “No amount due” if the total amount due is zero.

Click the button at the bottom to attest that the information you are submitting is accurate and include your signature.

### Late filing penalty and interest

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Late filing penalty \$25.00 = :       Late interest 1% per month = :

<b>Total Paid on your Behalf</b>	<b>\$0.00</b>	<b>Total Amount Due</b>	<b>\$0.00</b>
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### Payment Information

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Payment Method Help       If paying online, what type of account will you be using?

Routing number (9 digits):       Account Number:       Date you would like payment applied:   
(e.g. 02/28/2016)

### Steps to Complete

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

Report Completed By

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

Click submit. A confirmation page will pop up that can be saved or printed. We advise all permit holders to save or print these pages for their records, but you will be able to access your reporting records on your profile at any time.

# Direct Bookings

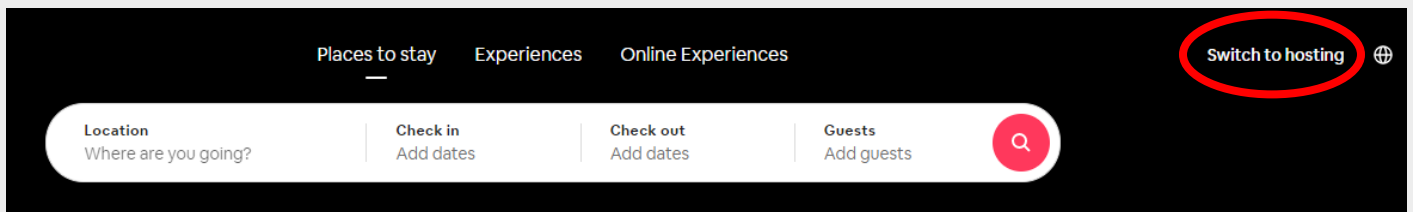
In line 3, add the total amount of taxable lodging sales for the month. This must include taxable fees like cleaning fees or pet fees, if applicable.

In line 5, enter zero if you do not use any marketplace provider platforms. If you do use other platforms, add your direct sales to line 3 in addition to the sales totals from your marketplace platforms.

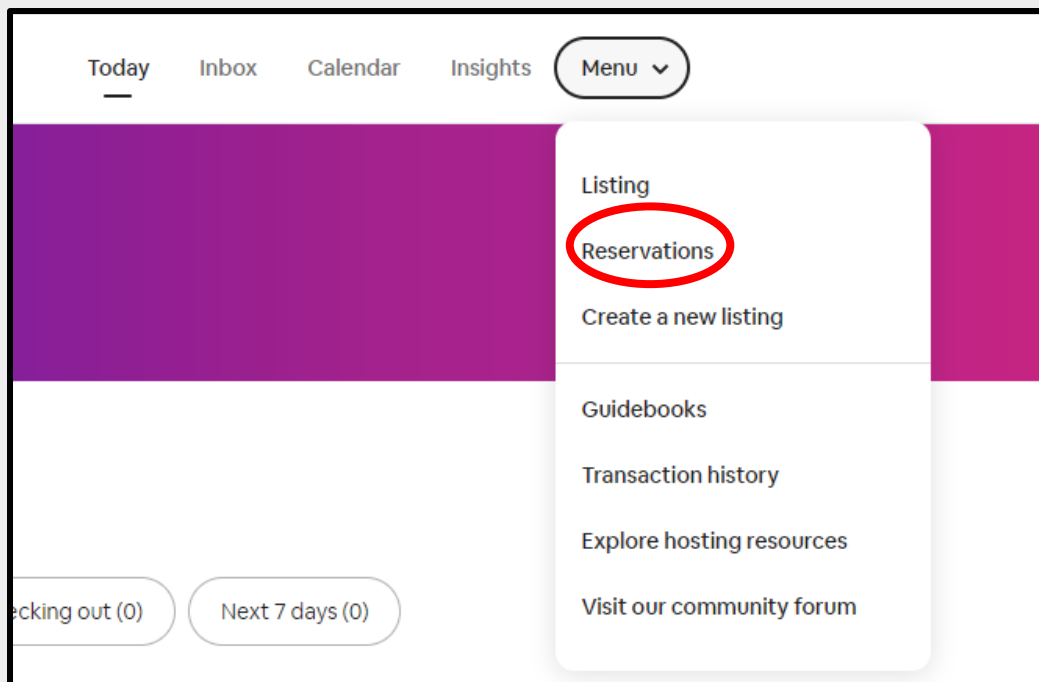
To return to the main filing instructions, [click here](#).

# Airbnb

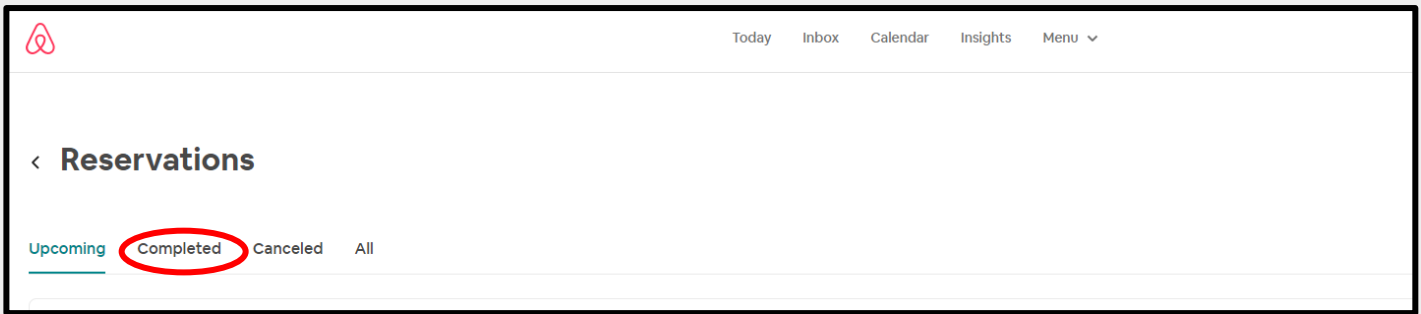
Sign into your Airbnb account. Make sure you are using a hosting profile.



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



Click “Completed” under Reservations.



Under “Completed” you will see a list of your check-in dates. Make sure you are only focusing on the stays taking place in the month you are reporting on. Click “Details” in the blue box to the right of your screen. This will create a popup screen showing a guest payment breakdown.



Add together the nightly rate x number of nights, cleaning fee, and the guest service fee (Ex.  $\$1635 + \$300 + 273.18 = \$2208.18$ ). This total will be the booking’s Airbnb lodging sales. Go through each booking for the reporting month and follow the same process.

Multiply your total sales x 13.5% to verify the correct amount of tax was collected (Ex.  $2208.18 \times 13.5\% = \$298.1$ ). However, if your rental falls within the boundaries of Sister Bay or Ephraim, the total tax will be 14.0%.

Guest paid	
\$545 x 3 nights	\$1,635.00
Cleaning fee	\$300.00
Guest service fee	\$273.18
Occupancy taxes	\$298.10
Total (USD)	\$2506.28

If Airbnb, is the only platform used to book your property, the sum of all Airbnb lodging sales found in the previous step will be written into lines 3 and 5. If you use other platforms, add the total sales to lines 3 and 5 and continue adding you other sales. If you would like to return to the main instructions page, [click here](#).

Sign in to VRBO and make sure you are using your hosting profile.

Click on “Calendar” and select which month you will be reporting for, then select the first booking for the month on the bookings and blocks list.

The screenshot shows the VRBO calendar interface. The main calendar grid displays dates from September 1st to 30th, 2021. The sidebar on the right, titled "Bookings and blocks list", shows a list of bookings. The first booking is highlighted with a red circle: "Thu, Sep 9 - Tue, Sep 14, 2021". Other bookings include "Thu, Sep 2 - Sun, Sep 5, 2021", "Tue, Sep 14 - Sat, Sep 18, 2021", "Sat, Sep 18 - Tue, Sep 21, 2021", "Fri, Sep 24 - Mon, Sep 27, 2021", and "Thu, Sep 30 - Sun, Oct 3, 2021".

The screenshot shows an email inbox and a booking confirmation page. The email inbox shows a message from "Charles" with a booking request for "Thu, Sep 9 - Tue, Sep 14" (5 nights, 6 adults - 3 children). A confirmation message follows: "You instantly accepted Charles's booking". The booking details page shows the booking is "Completed", "Email verified", and has a "5 stars (1)" rating. The booking details include: "Check in: Thu, Sep 9", "Check out: Tue, Sep 14", "5 nights", "6 adults - 3 children", and "Prop ID: [redacted]". A small calendar snippet at the bottom shows the booking dates highlighted in green.

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

Add together the Booking amount and Traveler service fee. Multiply your total sales x 13.5% to verify the correct amount of tax was collected (Ex. 3413.25 x 13.5%=\$460.79). However, if your rental falls within the boundaries of Sister Bay or Ephraim, the total tax will be 14.0%.

Traveler payment	
5 nights	\$2,475.00
Cleaning Fee	\$300.00
Property Fees	\$272.25
<b>Booking amount</b>	<b>\$3,047.25</b>
Property damage protection	\$59.00
Lodging taxes we remit	\$460.79
Traveler service fee	\$366.00
Partial refund 9/14/2021	-\$25.00
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<b>Total traveler payment</b>	<b>\$3,822.71</b>

$$\$3047.25 + \$366.00 = \$3413.25$$

The booking amount plus the traveler service fee will be your total gross sales for the month if you only book through VRBO. If this is the case, put this number in line 3 and line 5 on your report form as the gross lodging sales. If you use other platforms or would like to return to the main instructions page, [click here](#).

## Expedia

If Expedia is the only platform used to book your property, the sum of all Expedia lodging sales will be written into lines 3 and 5. Multiply your total sales x 13.5% to verify the correct amount of tax was collected (Ex. 3413.25 x 13.5%=\$460.79). However, if your rental falls within the boundaries of Sister Bay or Ephraim, the total tax will be 14.0%. If you use other platforms or would like to return to the main instructions page, [click here](#).

## Evolve

Many Evolve users also use Avalara, which remits taxes using the Evolve platform on behalf of the permit holder. For Avalara users who use Evolve, the sales can be added to line 3 and 5 with the taxes remitted being entered into line 5e. If you use Evolve and are not an Avalara user, contact the Tourism Zone at [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com) to verify whether taxes have been remitted on your behalf or whether they will need to be entered as direct sales.

To return to the main filing instructions, [click here](#).

## Booking.com

Booking.com does not remit taxes to the Door County Tourism Zone on behalf of lodging providers. Sales and taxes that have gone through Booking.com will need to be entered as direct bookings in line 3 only.

To return to the main filing instructions, [click here](#).

## Stripe

Stripe has several available programs, some of which include tax collection and remittance, some of which do not. Most stripe users will need to collect and remit their own tax, in which case all lodging sales on the platform will need to be entered as direct bookings.

If you are not sure which program is being used or believe room tax is being remitted on your behalf through Stripe, please contact the Door County Tourism Zone at [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com)

To return to the main filing instructions, [click here](#).