

Fox Cities Area Room Tax Commission

Lodging Marketplace Quarterly Room Tax Return

Payment Remittance Information: Make Checks Payable to *Associated Trust Company*

ACH Payments: Email Associated Trust for Instructions at ***CorporateTrustOperations@AssociatedBank.com***

Direct Mail Check or Money Order Payments: Associated Trust Company, Attn: Corporate Trust Dept., P.O. BOX 12800, Green Bay, WI 54307

FedEx Delivery of Payment: Associated Trust Company, Operations Dept Attn: Sara Fowler, 433 Main Street, 5th Floor, Green Bay, WI 54301

Effective 1/1/2020, an entity that provides a platform through which others offer to rent short-term residential lodging and collects consideration from the occupant for the rental, must register with the Wisconsin Department of Revenue for a lodging marketplace license with the department, collect applicable Wisconsin municipal room taxes from the occupant, and forward to the municipality.

PART 1: Lodging Marketplace Information

Marketplace Name

Name	
Address	
City, ST, ZIP	

Preparer Information

Name	
Email	
Phone	

I declare under penalty of perjury that the room sales information contained on this document and any accompanying documents is true and correct, with full knowledge that all information made on this document are subject to investigation and that any false information may be grounds for legal action.

PART 2: Quarterly Room Tax Return

Quarter/Due Date		YEAR	
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Municipality	Permit #	Gross Room Sales Revenue	Tax Exempt Room Sales	Taxable Room Sales Revenue	Tax Due 10%
Appleton, City of		\$	\$	\$	\$
Fox Crossing, Village of		\$	\$	\$	\$
Grand Chute, Town of		\$	\$	\$	\$
Kaukauna, City of		\$	\$	\$	\$
Kimberly, Village of		\$	\$	\$	\$
Little Chute, Village of		\$	\$	\$	\$
Menasha, City of		\$	\$	\$	\$
Neenah, City of		\$	\$	\$	\$
Neenah, Town of		\$	\$	\$	\$
Sherwood, Village of		\$	\$	\$	\$
Total		\$	\$	\$	\$

QTR	Months	Due Date
1	January, February, March	April 30th
2	April, May, June	July 31st
3	July, August, September	Oct 31st
4	October, November, December	Jan 31st