

# Fox Cities Area Room Tax Commission

## Quarterly Hotel Room Tax Return

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

ACH Payments: Email Associated Trust for Instructions at [CorporateTrustOperations@AssociatedBank.com](mailto: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

### PART 1: Property and Owner/Preparer Information

#### Property Information

Name	
Address	
City, ST, ZIP	
Municipality	

#### Preparer Information

Name	
Email	
Phone	
Permit #	

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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#### 1. Gross Room Sales Revenue

Report Gross in-house lodging sales. \$

#### 2. Tax Exempt Room Sales Revenue

Enter tax exempt lodging sales. This line is not to be used to back out other taxes or services fees. \$

#### 3. Total Taxable Room Sales Revenue (line 1 minus line 2)

\$

#### 4. Total Room Tax Due (line 4 x 10%)

\$

### PART 3: Room Tax Collected on Your Behalf

#### 5. Total Lodging Marketplace Provider Sales

Third party marketplace/OTA's (Expedia, Priceline, etc.) should collect and remit room tax on prepaid room reservations. If you had rooms that were booked in this way, please enter the total gross sales in 5a and then enter detail of revenue by OTA/Third Party in each appropriate line. Use blank lines to add additional sources of revenue not listed.

5a. Your Total Sales figure

5b. Sum of individual OTA/Third Party Sales

5c. Check Figure: to make sure all individual OTA/Third Party Sales are accounted for. This number should be zero.

5a. Total Sales	\$
Agoda	
Air BnB	
Alvara	
Booking.com	
Evolve	
Expedia	
Home Away	
Priceline	
5b. Total Sales	\$
5c. Check Figure	

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

# **Fox Cities Area Room Tax Commission**

## **Quarterly Hotel Room Tax Return**

### **PART 3: Schedule of Forfeiture (See appropriate municipal ordinance)**

In addition to paying the room taxes due hereunder, any Operator that has failed to pay any Room Tax when due shall be required to pay a forfeiture in an amount equal to 25% of the Room Tax due from the Operator for the previous year and unpaid, or (\$5,000), whichever is less, for failure to pay the room tax due hereunder.

Per Wisconsin Statute 66.0615:

(2) As a means of enforcing the collection of any room tax imposed by a municipality or a district under sub. (1m), the municipality or district may exchange audit and other information with the department of revenue and may do any of the following:

- (a) If a municipality or district has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, inspect and audit the financial records of any person subject to sub. (1m) pertaining to the furnishing of accommodations to determine whether the correct amount of room tax is assessed and whether any room tax return is correct.
- (b) Enact a schedule of forfeitures, not to exceed 5 percent of the tax under sub. (1m) or par. (c), to be imposed on any person subject to sub. (1m) who fails to comply with a request to inspect and audit the person's financial records under par. (a).
- (c) Determine the tax under sub. (1m) according to its best judgment if a person required to make a return fails, neglects or refuses to do so for the amount, in the manner and form and within the time prescribed by the municipality or district.
- (d) Require each person who is subject to par. (c) to pay an amount of taxes that the municipality or district determines to be due under par. (c) plus interest at the rate of 1 percent per month on the unpaid balance. No refund or modification of the payment.
- (e) Enact a schedule of forfeitures, not to exceed 25 percent of the room tax due for the previous year under sub. (1m) or par. (c) or \$5,000, whichever is less, to be imposed for failure to pay the tax under sub. (1m).