

ROOM TAX COLLECTION QUARTERLY RETURN

The Accommodations (Room) Tax is due and payable within 30 days of the end of the calendar quarter for which imposed. Please make check, draft, or money order payable to **Town of Hiles – 9193 N. Main St. Hiles WI 54511**

Owner/Agent Name _____

BUSINESS NAME _____

Permit # _____

Quarterly Report Period:

(Check one)

_____	1 st - Ending March 31	_____ DUE APRIL 30
_____	2 nd - Ending June 30	_____ DUE JULY 31
_____	3 rd - Ending September 31	_____ DUE OCT. 31
_____	4 th - Ending December 31	_____ DUE JAN. 31

- | | | |
|----|--|-----------|
| 1. | A. Room Receipts
(Gross room receipts less all collected taxes) | \$ _____ |
| | B. Subtract rents billed directly to tax exempt governmental units | -\$ _____ |
| | C. Net Taxable Room Receipts (Line A – B) | \$ _____ |
| 2. | Room Tax Collected (4.5% of Line 1 C) | \$ _____ |
| 3. | Delinquent Filing Fee: \$25.00 + interest ** | \$ _____ |
| 4. | Tax Due to Enter Municipality
(Total of lines 2 and 3) | \$ _____ |

** Unpaid room tax collections bear interest of 1% per month from the due date of the return, until the first day of the month following the month in which the tax is paid to the Town Treasurer.

5. Room Tax Payments made on Your Behalf: If you also rent through a marketplace provider **who collects room tax on your behalf**, enter 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.

	Amount	Property or Listing ID(s)
5a. Airbnb	\$ _____	_____
5b. VBRO/Homeaway	\$ _____	_____
5c. Expedia Collect	\$ _____	_____
5d. Booking.com	\$ _____	_____
5e. Other Marketplace Provider – Name _____	\$ _____	_____
	\$ _____	_____

I hereby certify that the information supplied hereon is accurate to the best of my knowledge and belief.

Signature of Owner or Authorized Agent _____
 Title _____
 Date _____

Notice

If you are a new owner/lister please fill out the Accommodations Tax Permit.

Quarterly Report Instructions

Line 1 A Gross Lodging Sales

Enter the total amount of lodging sales (direct bookings only – do not include amounts booked through Marketplace Providers - like Airbnb and VBRO) which are taxable. This total should NOT include sales or room tax.

Line 1 B Exempt Sales:

This line is only to be used to claim tax exempt lodging sales – Enter Non-Taxable Sales.

Line 2:

Calculate the tax due at 4.5% (Line 1 C x .045)

Line 3:

If filing is beyond the quarterly due date, please add \$25.00 Interest due at the rate of 1% per month on the unpaid room tax due.

Line 4 Total Amount Tax Due:

Sum of Lines 2 and 3

Line 5 Room Tax Payments Made on Your Behalf:

Each Municipality will require permit holders who utilize marketplace providers who collect room tax to report how much room tax was paid on your behalf. This information is necessary because we received one bulk payment check for all properties that utilize these services. The municipality is not given information as to what property is being paid on. The online companies tell us that it is confidential information between the owner and the platform, therefore they will not supply any information along with the bulk payments. Collecting this information helps us to audit the companies to make sure they are properly remitting taxes they collect. Failure to provide payment information will deem room tax delinquent and late fees and interest will be assessed. **HOW TO: Fore EACH platform you will enter the room tax paid on your behalf for the report quarter on the designated line.**

Line 6:

Total the amount of payments made on your behalf (Lines 5a – 5e)