

Quarterly Room Tax Reporting

Quarter & Year _____

A. Identification

Woodruff Parcel# - WR-_____ Room Tax Permit Number: _____

Name of Lodging Property: Owner/Manager: _____

Physical Address: _____

Mailing Address: _____

B. Room Tax Computation

1. Total GROSS Receipts from Sales of all Lodging Including Marketplace Provider Amounts	\$	
2. Marketplace Providers List Only Providers That Submit Room Tax Straight to City *Attach Settlement Reports from Each Provider*	a. Airbnb	\$
	b. Vrbo/Homeaway:	\$
	c. Expedia	\$
	d. Other	\$
3. Exempt Lodging Sales (Federal/State Agency Sales) *Attach Exemption Itemization*	\$	
4. Total Taxable Lodging Sales Subtract Line 3 from Line 1	\$	
5. TOTAL Room Tax Due to Town of Woodruff Multiply Line 4 by 4.0%	\$	
6. TOTAL Room Tax Due from Marketplace Providers Multiply totals of 2a through 2d by 4.0%	\$	
7. Total Room Tax Due from You Subtract Line 8 from 7	\$	
8. Interest/Penalty Unpaid taxes bear Interest of 10% per annum from due date, until 1 st day of month following month of payment.	\$	
9. Late Filing Fee - \$10	\$	
10. TOTAL DUE FROM YOU Add Lines 7, 8 & 9	\$	

C. Verification

Name of Person Completing This Report: _____

Phone # _____ Email: _____

Signature of Person Filing Report: _____ Date _____

Submit signed report together with required supplemental reports/lists with your payment by the 15th day of the following the quarter for which tax was collected. Postmarked dates are accepted.

Make checks payable to the Town of Woodruff, PO Box 560, Woodruff, WI 54568

INSTRUCTIONS

Line 1: List actual gross receipts for all lodging, including Marketplace Provider lodging.

Line 2: List Marketplace Provider sales, subject to room tax, that directly submit payments to the Town (Airbnb, Vrbo, etc.), list each Provider separately. Attach the Settlement Report from the Marketplace Provider(s) with this form.

Line 3: State law provides that room taxes may not be imposed on (a) sales to the federal government and (b) sales to persons listed in s. 77.54(9a), Wis. Stat. The persons listed in s.77.54 (9a) include state agencies, local units of Wisconsin Government, and most section 501(c)(3) organizations. If this deduction is claimed, a written itemization of such exempt sales must be attached to the report.

Line 4: Subtract line 3 from line 1. This is the portion of sales that are not subject to room tax.

Line 5: : Multiply the number on line 5 by 4.0%. This is the total room tax due to the Town, including the portion sent to the Town by Marketplace providers.

Line 6. Multiply the total of lines 2a through 2d by 4.0%. This is the room tax Marketplace Providers pay directly to the Town.

Line 7: Subtract line 6 from line 5. This is the total room tax due from you.

Line 8: List interest/penalty due at the rate of 10% per annum from due date, until 1st day of month following month of payment.

Line 9: A \$10 late filing fee for businesses who fail to pay tax imposed by the due date as an additional administrative expense to defray the cost of processing the late return.

Line 10: Total of lines 9, 10 & 11. This is the amount due from you including interest, penalty & late fees.