

HOTEL AND MOTEL TRANSIENT ROOM TAX
QUARTERLY RETURN

Fox Cities Area Room Tax Commission

THE 10% ROOM TAX, EFFECTIVE 1/1/16, collected on retail room rental or lodging is due and payable directly to the Fiscal Agent quarterly for receipt no later than each January 31, April 30, July 31 and October 31 (each a "Quarterly Payment Date") in accordance with the Municipal Ordinances and the Room Tax Commission Agreement. Make check, draft, money order payable or electronic payment to the Fiscal Agent:

*** Associated Trust Company, Attn: Corporate Trust Dept., P.O. Box 12800, Green Bay, WI 54307 ***

Electronic Payment: For ACH payment instructions, email Associated Trust at CorporateTrustOperations@AssociatedBank.com

FedEx: Deliver payment to: Associated Trust Company, Operations Dept Attn Sara Fowler, 433 Main Str 5th Fl, Green Bay WI 54301

PART I - Lodging Facility, Owner and Preparer Information

Quarter ending	Year	Permit No:
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Lodging Facility Information	Owner/Corporate Information	Preparer Information
Name	Name	Name
Street, Suite, PO Box	Street, Suite, PO Box	Street, Suite, PO Box
City, State Zip	City, State Zip	City, State Zip
Municipality in which lodging property is located		

PART II - Room Tax Information

1. Gross Room Receipts for Quarter	\$	-	
2. 10% Room Tax (of Line 1)	\$	-	
3. Total Tax Due (Line 2)	\$	-	Remit THIS amount to Associated Trust Company

ROOM TAX COLLECTED ON YOUR BEHALF: Effective January 1, 2020 a number of third party marketplace/OTA's (Expedia Collect, Priceline, etc.) began collecting room tax on prepaid room reservations. If you had rooms that were booked in this way, please provide the information below.

	Room Revenue
Name of Marketplace/OTA:	\$ -
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Name of Marketplace/OTA:	\$ -
1. Gross Room Revenue for Marketplaces	\$ -
2. 10% Room Tax	\$ -
3. Room Tax Collected on Your Behalf	\$ -

For record keeping only. Do NOT remit this amount.

PART III - 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).