



## FAQ'S FOR AIRBNB HOSTS

To get the most out of your Airbnb experience, it's important to get taxes right! Once you start renting out your property for short-term stays, you become responsible for lodging taxes. Although it's your guests who are actually paying the tax, as the property owner, you're responsible for collecting the tax from your guests then filing and remitting room tax reports and payments.

### MY AIRBNB RESERVATIONS REFLECT THAT OCCUPANCY TAX IS BEING COLLECTED. DO I STILL NEED TO COLLECT AND REMIT ROOM TAX IN DOOR COUNTY?

Occupancy taxes for Door County reservations refer to WI States Sales Tax. You can hover over the (?) next to occupancy tax line item for more information when looking at listings on the Airbnb platform. Please see example below:

1 guest	
May 26, 2018 → May 30, 2018	
\$180.00 x 4 nights	\$720.00
Service fee (?)	\$90.98
Occupancy Taxes (?)	\$39.60
<b>General Sales and Use Tax (Wisconsin) General Sales and Use Tax (Door)</b>	<b>\$850.58</b>

- It reads: General Sales and Use tax (Wisconsin) and General Sales and Use tax (Door) amount to the 5.5% State Sales tax.
- On July 1, 2017 The Wisconsin Department of Revenue entered into a Collections Agreement with Airbnb. As of that date Airbnb began collecting WI State Sales tax and remitting it to the WI Department of Revenue on behalf of their hosts.
- As of March 2018, there is no collections agreement in place for Airbnb to collect and remit room tax in Door County. The Tourism Zone is the taxing authority. Permit holders are the responsible party for collecting and remitting room tax in Door County.
- You can also check to see where Airbnb is collecting and filing room tax. [Check here](#) to see

where this service is available. Be sure to read the fine print carefully to determine which locations are included and which specific taxes are being collected. Currently, in Wisconsin, only Madison, the City of Milwaukee and the City of Green Bay have an agreement with Airbnb for the collection of room tax.

- Please contact the WI Department of Revenue with regards to the requirements for a Sellers Permit to collect WI State Sales Tax: 608-266-2776. They will need to know if you are **only** using Airbnb or not. A sellers permit is a requirement per WIS STAT § 66.0615.

### WHO IS RESPONSIBLE FOR COLLECTING ROOM TAX FROM GUESTS IF I RENT ON AIRBNB?

Property owners / management companies are responsible for ensuring compliance with all requirements of local Ordinances and State Statute §66.0615 including the collection and remittance of room tax that applies to their lodging accommodations.

### HOW DO I COLLECT ROOM TAX ON AIRBNB?

There are three options to collect room tax on Airbnb: You can include it in your nightly rate, collect the tax upon arrival or do a special offer through Airbnb. It is up to you to decide what works best for your rental, but whichever method you use to collect room tax, please be sure to clearly communicate how it is done in your listing and communications with potential guests.

Room tax is a pass through tax. You collect it from the lodger and remit it to the Tourism Zone.

**Helpful Hint:** Be sure to set your listing up for success:

- ✓ Review taxable and non-taxable items – make sure Airbnb is taxing the correct items. ([Pub 219](#)) from the WI Department of Revenue lists what is taxable and what is not. You can also refer to our [Guide for Monthly Room Tax Reporting](#).

✓Clearly communicate how local room tax is being collected in your listing and communications with potential hosts.

### WHERE DO I FIND THE INFORMATION I NEED TO FILE MY MONTHLY ROOM TAX REPORT?

You can view detailed information about your Airbnb bookings at any time in your [Airbnb Transaction History](#). Be sure to run your transaction history for the report month and look at departure dates, not payment dates.

### WHAT DO I PAY ROOM TAX ON?

Whether you're utilizing your Airbnb transaction history or you keep your records other ways, the process is no different. **ROOM TAX IS PAID ON YOUR GROSS LODGING SALES.** The host fees don't come into play in any way when calculating room tax. Your host fees are the cost of doing business with Airbnb (Host fees may be an important business expense with regards to income tax – please be sure to consult with your accountant).

- Your room tax report must include "Gross Earnings" from Airbnb as shown on the host's secure Airbnb login. (Host>Transaction History> Click on Gross Earnings (upper right of the screen). This may be your only Lodging Sales if all lodging activity was booked through Airbnb.
- If you use other means of booking your property, you will need to add up all the Gross Earnings from all platforms/means of booking your property when completing your [room tax report](#).

**Helpful Hint:** If you include room tax in your nightly rate (and it is clearly communicated within your listing) you'll need to back out the tax (you don't want to pay tax on tax). Here is a simple online calculator ([Reverse Tax Calculator](#)) to enter your gross sales and tax rate (5.5%) and it will do the work for you.

### WHAT IF I BOOK OUTSIDE OF AIRBNB?

Room tax is required to be collected and remitted on ALL short term rentals. While Airbnb is handling WI State Sales tax, you are still required to collect and remit the tax for reservations made on Airbnb, direct bookings and any and all vacation rental by owner platforms (such as VRBO, Homeaway, Tripping.com, Flipkey, Tripadvisor, Booking.com, et al.)

### ANY OTHER RECOMMENDATIONS FOR AIRBNB HOSTS?

While Airbnb has contractually agreed to collect WI State Sales tax on your behalf, we strongly recommend that you maintain your books and records of all transactions running through the platform. You can easily download the CSV file each month and save it to your computer of your transaction history.

✓Please refer to the Tourism Zone [Getting Started Checklist](#) to make sure that you have completed all requirements for short term rentals in Door County. In addition to the Door County Tourism Zone lodging permit, you are required to have a [Tourist Rooming License](#) (issued after a Health Inspection) from the Wisconsin Department of Agriculture, Trade and Consumer Protection and a [Seller's Permit](#) from the Wisconsin Department of Revenue.

✓You may also want to review the [Short Term Rentals Brochure](#) from the WH&LA.

✓For more information regarding Airbnb, please refer to Airbnb.com – [FAQ's](#) and [HELP SECTION](#)  
You can call Airbnb at 855-424-7262

*\*\*2017 WI ACT 59: Currently there are no [Lodging Marketplaces](#) registered with the Wisconsin Department of Revenue to collect and remit room tax on behalf of Door County lodging providers. If your Lodging Marketplace is not collecting room tax – you are the responsible party for collecting and remitting room tax in Door County. Should this process change, your Lodging Marketplace is required to notify you. Currently, it does not appear that any Lodging Marketplace have [nexus](#) in the State of WI. The Tourism Zone Commission will update permit holders as information becomes available.*

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