



Door County Tourism Zone

Guide to Filing Room Tax Online

Most people either bank online or have purchased through the Internet, so the process has become familiar. *You can also submit your monthly report and pay your room tax online* through our website - www.doorcountytourismzone.com - and you have three ways to pay:

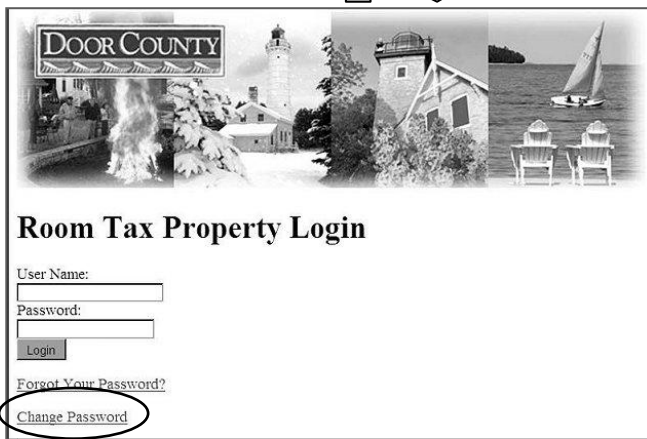
- ACH (electronic transfer from your checking or savings account)
- Mail in Check
- Credit Card (*New!* as of October 2010)

You save time because you can file 24/7, and the user-friendly site will calculate the tax for you. View past payments and even update your contact or other information (make sure we have your *current e-mail address on file* since the system needs it to send confirmations - call or e-mail The Zone office to update your e-mail information).

Getting Started

1) Go to www.doorcountytourismzone.com. Click on the menu item that says **Permit Holders Room Tax Report Submission**.

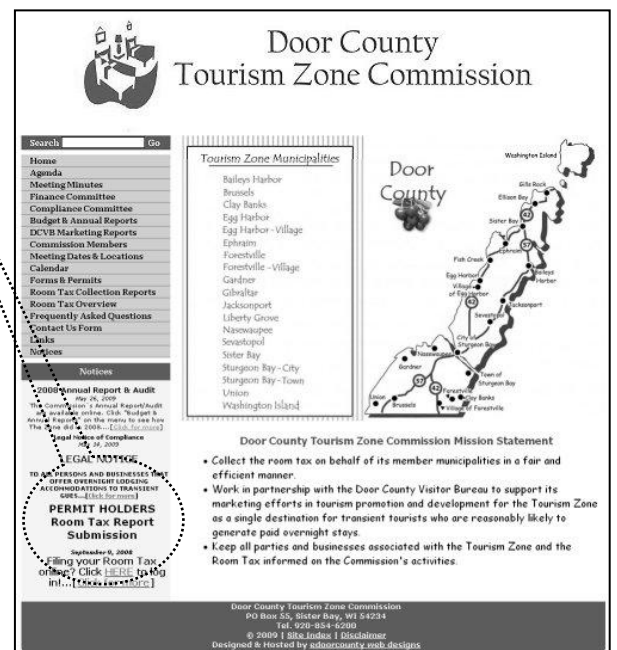
2) Now you'll be on this screen



Along with a Permit Number, you were issued a unique User Name and Password to log in to this secure area. The User Name begins with "RT," and the Password is case sensitive.

For now, leave the two fields blank and hit *Change Password*. The next screen will ask for your User ("RT") Name, current Password and ask you to choose a new Password. You'll receive a confirmation e-mail about the change. A new Password ensures that only you (or those you authorize) can access private information and online records.

3) Now you'll be on your own lodging page. The fields will be filled in for you, but you can update any information. Click "Online Filing" at the bottom of the page.



Please complete all appropriate fields. * Required fields.

Permit Number*:

Name of Lodging Property*:

Business Address Street:

Business Address City:

Business Address Zip:

Mailing Organization Address

Postal Address Street*:

Postal Address City*:

Postal State*: Postal Zip*:

Name of Individual Completing the Return*:

Phone:

E-mail Address*:

