



**DOOR COUNTY TOURISM ZONE  
LODGING PERMIT APPLICATION  
&  
MONTHLY ROOM TAX REPORT INSTRUCTIONS**

2012

### **LODGING PERMIT APPLICATION**

The lodging permit application must be submitted as soon as possible after receipt.

Top half of form is self-explanatory.

*Operating Period & Number of Units Available:* for example, some lodging properties close some units during the winter; some are completely closed during the winter. Enter the number of available units for each month.

*Certificate:* Complete all fields

*Approvals:* For TCZ internal use

**If you own/manage multiple properties in the same or multiple municipalities, you will need to submit a separate Lodging Permit Application for each property in each municipality in which you own/manage a lodging unit(s). Please duplicate the form provided as needed. If you are a firm that manages vacation rental properties you are responsible for notifying each of your property owners of the requirement to charge the room tax. You are also required to provide the Commission with a list of your properties under management for our records.**

Upon receipt of an acceptable Lodging Permit Application, a Lodging Permit will be issued. There is NO fee for the Lodging Permit.

### **MONTHLY ROOM TAX REPORT INSTRUCTIONS**

The information in the left hand columns should be routine and unchanging from month to month. Please indicate if the post address changes for the property so our records remain current. Make additional copies as needed.

We have implemented on-line filing of your Room Tax Report. We have contracted with Bay Lakes Information Systems to develop secure access with ACH capabilities that will allow you to log in to our website at any time to complete your Room Tax Report and pay the tax directly from your bank account, file the report and send a check, or pay by credit card. You can review the history of your account, update certain information, and receive communications. Check our site at [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com) to start the process of filing on-line. Your user name and password will be issued along with your permit.

The right hand column contains the critical information. The reporting period needs to be filled in. The periods must be complete months and cannot include multiple months. When you're reporting the Room Tax, the Total Available Rental Units During the Month of the Report is a calculation that could vary each month. You need to determine the number of units you have available for rent each month and multiply that number by the number of days in the month. If units are not available for rent or are out of service for repairs, those unit days should be deducted.

For example, you have 15 units and it is July, which has 31 days.

$$15 \times 31 = 465$$

Two units underwent repairs for 3 days and were not available for rent

$$2 \times 3 = 6$$

You should deduct the unavailable for rent room days.

$$465 - 6 = 459$$

Enter 459 on the Total Available Rental Units During Month of Report line.

The Number of Unit Days Rented During the Month of the Report is a calculation where you enter the total number of days all of the units were rented for the month.

Using the example above you rented your 15 units for a total of 206 times in the 31-day period. Enter 206 on the Number of Unit Days Rented During the Month of Report line.

### **Confidentiality**

The information provided in the Monthly Room Tax Report will be held in the strictest of confidence. The Door County Tourism Zone Commission's Monthly Room Tax Report to Municipalities does not include individual property detail. The Door County Tourism Zone Commission will never discuss any individual lodging property in Open Session. If it is necessary to discuss any individual lodging property, the Commission will go into Closed Session to protect the confidentiality of all lodging properties.

You should collect the tax for lodging stays; do not send tax on deposits until the lodging service takes place (if the guest defaults and you keep the deposit, there is no tax). Fees not subject to tax include packages not part of the lodging service: play tickets or restaurant certificates. If you are a bed and breakfast and include breakfast in your room rate, you must charge room tax on the full rate. If you are not sure about what is taxable, please contact the Tourism Zone Commission by phone or e-mail.

On your original Permit Application, you listed the months that your property is offered for rent; those are the only months for which you must file a report. **Please note: even if you had no rentals during the month, you still must file a report and enter \$0 income. Room**

**Tax for any given month is due in our offices by the last day of the month following (e.g., August 2008 tax is due September 30).** As with other sales tax, if the tax is not paid in a timely manner, the Commission pursues enforcement. Delinquent returns are subject to a \$25 late fee plus 1% interest that continues to accrue until the tax is paid. After 30 days' delinquency, an additional twenty-five percent (25%) of the room tax due or five thousand dollars (\$5,000.00) whichever is less, of the tax is due and owing, and other fees (e.g., legal fees incurred) may be assessed. In addition, a \$35 fee will be charged for checks returned as NSF. If noncompliance continues and the attorney or collection agency must follow up, the permit holder is subject to legal fees.

The left side of the form is self-explanatory. The information requested on the right side of the report is necessary for the Commission to measure the success of the Annual Marketing Plan. This will provide important data as ongoing research will determine if the room tax revenue invested in marketing is achieving the desired results. Your actual room tax collections included in the Commission's Monthly Room Tax Report to Municipalities is by municipal total not individual properties.

For further information, go to our website or contact:

**Door County Tourism Zone Commission**

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Robert Kufrin, Chair—Village of Sister Bay

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Deferred—Town of Forestville

Nora Zacek—Village of Sister Bay

Carol Stayton—Washington

Emily Ahlswede—Gardner

Deferred—Brussels

Mike Johnson—Clay Banks

Bob Starr—City of Sturgeon Bay

Dennis Statz—City of Sturgeon Bay

Richard Briggs—Town of Sturgeon Bay

Debra Jean Jeanquart—Union

Mary Boston—At-large

Dave Holtz—At-large