

THE 10% ROOM TAX, EFFECTIVE 7/1/12, collected on retail room rental or lodging is due and payable on or before the 20th day of the following month. Make check, draft, money order payable, or electronic payment₍₁₎ to: Associated Trust Company and return with copy to:

*** Associated Trust Company, Attn: Trust Operations Dept., P.O. Box 12800, Green Bay, WI 54307-2800 ***

Unpaid taxes bear interest at 1.0% per month from the due date and the assessment of a \$100.00 late fee.

PART I - Facility, Owner and Preparer Information

Tax Report for:	Allouez	Month:		Year:		Permit No:	
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I declare under penalty of perjury that the room sales information contained on this document and any accompanying documents is true and correct, with full knowledge that all information made on this document are subject to investigation and that any false information may be grounds for legal action.

Facility Name & Address:	Owner Name & Address:	Preparer Information
Name	Name	Preparer Name
Street, Suite, PO Box	Street, Suite, PO Box	Preparer Phone Number
City, State Zip	City, State Zip	Preparer Signature

PART II - Short Term Rental Information

If you rented through AirBNB, VRBO or similar web-based lodging marketplaces who have collected on your behalf, please include in your totals above AND provide detailed information below for each marketplace. Failure to provide exempt tax receipt information will deem the room tax delinquent and late fees and interest will be assessed.

	AirBNB	VRBO	Other (1)	Other (2)	Total
1. Gross Room Nights Sold					
2. Tax Exempt Room Nights Sold					
3. Total Room Sales Revenue (w/o Sales Tax)	\$	\$	\$	\$	\$
4. Less: Tax Exempt Room Sales Revenue	\$	\$	\$	\$	\$
5. Total Taxable Room Sales (Line 3 - 4)	\$	\$	\$	\$	\$
6. 8% Room Tax (of Line 5)	\$	\$	\$	\$	\$
7. 2% Room Tax (of Line 5)	\$	\$	\$	\$	\$
8. Total 10% Room Tax (Line 6 + 7)	\$	\$	\$	\$	\$
9. Late Filing Fee (\$100)	\$	\$	\$	\$	\$
10. Interest (1% per month)	\$	\$	\$	\$	\$
11. TOTAL TAX DUE (Lines 8 + 9 + 10)	\$	\$	\$	\$	\$

Contact Associated Trust Company directly at 920-327-5638 for electronic submission (payment) instructions.

PART III - Tax Exempt Guest Information for Short-Term Rentals

Please summarize all tax exempt guest information below. Effective November 1, 2013, this section is replaced with the hotel/motel's Property Management System report that provides all the information needed in Part II above. Failure to provide exempt tax receipt information will deem the room tax delinquent and late fees and interest will be assessed.

Tax Exempt Organizations - List the organization name(s) and the corresponding number of nights stayed

<u>Name(s) of Organization(s):</u>	<u>Nights</u>	<u>Name(s) of Organization(s):</u>	<u>Nights</u>

Customers Staying 30 Days or More

Number of Different Customers		Total Tax-Exempt Room Nights Sold	
Number of Room Nights Sold			