Marketplace Provider Municipal Room Tax Return

(Marketplace providers must file this return with each Wisconsin municipality that imposes municipal room tax)

sec. 66.0615(1r), Wis. Stats.

This is the uniform municipal room tax return for use by marketplace providers. Contact the municipality for information on how to file the return and pay.

Marketplace provider name	FEIN
Marketplace provider's address	

Municipality
Mailing address

Period	Period ending	Year

1. Number of nights properties rented . . . .   1. _____
2. Total sales . . . .   2. _____
3. Exempt sales . . . .   3. _____
4. Taxable sales (line 2 - line 3) . . . .   4. _____
5. Room tax rate (see instructions) . . . .   5. _____
6. Room tax due . . . .   6. _____
7. Credits . . . .   7. _____
8. Penalties and fees . . . .   8. _____
9. Interest . . . .   9. _____
10. Total due . . . .   10. _____

Contact name	Signature
Phone ( ) -	Email

Instructions

A marketplace provider that facilitates short-term lodging on behalf of others must complete all fields of this return if the property from which the lodging is furnished is located in a Wisconsin municipality that imposes municipal room tax. See the list of municipalities that impose a municipal room tax, their tax rate, and addresses at https://www.revenue.wi.gov/Pages/slf/room-tax.aspx.

"Marketplace provider" includes a person who facilitates a retail sale of short-term lodging on behalf of another seller by listing or advertising, in any manner, the short-term lodging and who, directly or indirectly, processes the payment from the purchaser.

Line 1. **Nights rented**. Enter total number of nights properties located in the municipality were rented.

Line 2. **Total sales.** Enter total sales for properties located in the municipality. Include sales which are exempt from tax.

Line 3. **Exempt sales.** Enter total of sales exempt from tax. This includes nontaxable sales and sales for which you received an exemption certificate, Certificate of Exempt Status number, or other documentation as outlined in the appendix of WI DOR Pub 219.

Line 4. **Taxable sales.** Subtract line 3 from line 2.

Line 5. **Room tax rate.** Enter the appropriate room tax rate as a decimal. For example, if the rate is 5% enter .05 on line 5. See Municipal Room Taxes for room tax rate.

Line 6. **Room tax due.** Multiply line 4 by the room tax rate.

Line 7. **Credits.** Enter any credits or discounts allowed by the municipality against room tax due.

Line 8. **Penalties and fees.** Enter any penalty or fees imposed by the municipality.

Line 9. **Interest.** Interest is due at the rate of 1 percent per month of the unpaid balance.

Line 10. **Total due.** Subtract line 7 from line 6 and add lines 8 and 9, if applicable. Enter total due. Send payment and completed return to the municipality.