



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

April 27, 2007

LODGING PERMIT APPLICATION:

The lodging permit application must be submitted by May 15, 2007. The room tax must be collected effective May 1, 2007 even if you have not obtained your permit.

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 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 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 need. A copy of the form is also available on-line.**

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.

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 will contain room tax collection data with lodging properties being identified by a numeric code – not by name. 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.

Exemptions: (From the Door County Tourism Zone Commission Agreement)

“For 2007 there may be exemptions (expiring December 31, 2007) to the collection of the Room Tax subject to audit. Any person or business otherwise required to file a return and make a payment under this Agreement, will be allowed an exemption from the requirement to collect and pay Room Tax for any signed contract dated prior to the adoption of the Agreement in which the contract guarantees the lodging rates and the applicable taxes, where the transaction has been invoiced prior to the date Room Tax applies in such municipality. This also applies to any gift certificate purchase before the adoption of this Agreement, which is not for a fixed dollar amount, but instead, for the amount paid, guarantees a particular lodging rate and the applicable taxes. This exemption does not apply to reservations made before the adoption of this Agreement, which are not binding contracts. The Commission shall establish provisions for the proper reporting of these exemptions.”

Since the tax is starting on May 1, 2007 there will be questions on how you should collect the tax right at the starting date. You should collect the tax for stays beginning on or after May 1, 2007 and the period of days of the total stay which occurs after May 1, 2007.

Reservations made prior to May 1, 2007 are not exempt because a reservation is not a signed contract. The reservation may be cancelled within the restrictions imposed by the lodging property. In most cases, reservations may be cancelled with a full refund, less a processing or cancellation fee.

Other fees that are not subject to room tax would include components of a package that are not part of the lodging service such as tickets to a play or restaurant certificates. If you are a bed and include breakfast in your room rate you must charge room tax in the on the full rate. If you are not sure about what is taxable or not please contact a member of the Room Tax Support Team listed on the enclosed cover memo.

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 will be identified in the Commission's Monthly Room Tax Report to Municipalities by number, not by name.

For further information contact the:

Door County Tourism Zone Commission
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Email: DCTourismZoneCommission@gmail.com

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The Commission recognizes that the imposition of the room tax will be a surprise to many of your guests. The Door County Visitor Bureau asked if we could prepare a short notice that you could provide to your guest to question the room tax.

Door County Municipalities Imposes 5.5% Room Tax

The following ten municipalities, encompassing most of Door County have passed a room tax ordinance and entered into the Door County Tourism Zone Commission Agreement for the purpose of promoting and developing tourism in Door County. This Agreement mandates that a 5.5% room tax be enacted effective May 1, 2007 on all lodging stays of less than 30 days, similar to the Wisconsin sales tax. These municipalities are: the Villages of Egg Harbor, Ephraim and Sister Bay and the Towns of Baileys Harbor, Egg Harbor, Gibraltar, Jacksonport, Liberty Grove, Nasewaupsee and Sevastopol. The City of Sturgeon Bay already has a room tax.

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