



# Wisconsin Room Tax Report

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats. Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due **May 1, 2017**.

## General Information

- Municipalities must electronically file (e-file) form with DOR
- E-file form will allow attachments
  - Acceptable formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel
  - 16MB maximum is the total combined size for all attachments

## Form Information

The information listed below must be reported for the previous calendar year (2016).

### Section I

- Gross amount of room taxes collected (whole dollars)
- Room tax rate imposed (percentage)

### Section II

- Amount forwarded to a tourism entity/commission (whole dollars)
- Name of the tourism entity/commission

### Section III

- For each tourism entity/commission listed in Section II, enter the members of its governing body including:
  - First and last name of each member
  - Name of business entity the member owns, operates, or is employed by (if any)

### Section IV

- For each expenditure of \$1,000 or more, enter:
  - Date
  - Recipient name
  - Amount (whole dollars)
  - Description (optional)
- Items of note:
  - This information is provided by the tourism entity/commission to the municipality
  - It is acceptable for a joint tourism entity/commission to report the same expenditures for its participating municipalities. In this situation, each municipality would report the same expenditures.
  - Expenditures may be attached in an acceptable file format
  - A single entry for "Payroll" is acceptable
  - For all other expenditures, report the ultimate recipient (ex: for credit card payments, list the ultimate recipient)

### Section V

- If your municipality collected room tax on May 13, 1994, you must attach:
  - Room tax ordinance in effect on May 13, 1994
  - Municipality's financial statement closest to May 13, 1994

## Publication

- DOR will post all completed forms and attachments on our website

## Additional Information

- Review:
  - DOR Local Room Tax Fact Sheet at: [revenue.wi.gov/pubs/slf/rmtx.pdf](http://revenue.wi.gov/pubs/slf/rmtx.pdf)
  - 2015 Wisconsin Act 55 at: <http://docs.legis.wisconsin.gov/2015/related/acts/55>

If you have questions, contact us at [lgs@revenue.wi.gov](mailto:lgs@revenue.wi.gov).

## Wisconsin Department of Revenue

Division of State and Local Finance  
Local Government Services Bureau  
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