



DOOR COUNTY TOURISM ZONE COMMISSION

PO BOX 55, SISTER BAY WI 54234

Email: info@doorcountytourismzone.com

Website: www.doorcountytourismzone.com

How To Calculate and Enter Your Room Tax Online-2022

Notes for Permit Holders Using Marketplace Providers

WHO IS A MARKETPLACE PROVIDER? Marketplace Provider means any person who facilitates a retail sale by a seller by listing or advertising for sale by the seller, in any manner, tangible personal property, or items, property, or goods or a service and, who directly or indirectly, through agreements or arrangements with third parties, processes the payment from the purchaser for the retail sale, regardless of whether the person receives compensation or other consideration in exchange for the services provided by the person. **The most common Marketplace Providers are Airbnb, VRBO etc.**

IF A MARKETPLACE PROVIDER CHARGES ADDITIONAL FEES FOR FACILITATING A SALE, WHAT AMOUNT IS SUBJECT TO TAX? A Marketplace Provider is required to collect and remit Wisconsin sales and use tax and local municipal room tax on the entire amount charged to a purchaser, including any amount charged by the Marketplace Provider for facilitating the sale, as provided in sec. 77.52(3m)(a), Wis. Stats.

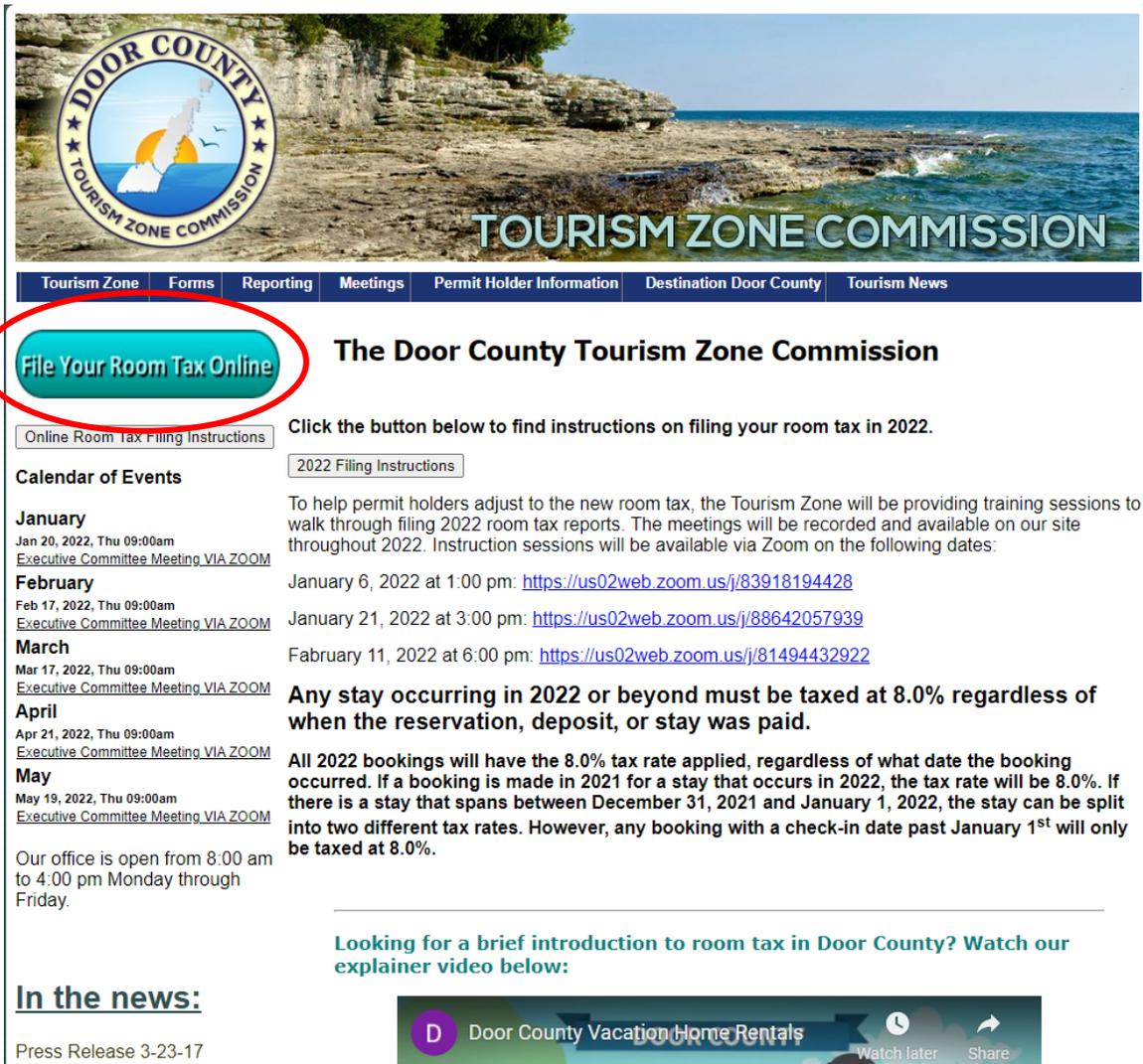
STATUS/WHERE TO START

WHAT IS THE STATUS OF ROOM TAX COLLECTION BY MARKETPLACE PROVIDERS IN DOOR COUNTY? Expedia, Airbnb, and VRBO have all settled taxes made in 2021 for 2022. If a tax is shown to be collected at 5.5%, there is no additional action that will need to be taken. Owners and agents can report these bookings at the 8.0% rate. However, if bookings continue to come in at the incorrect tax rate, permit holders should contact the Door County Tourism Zone.

- If you use Airbnb “Custom Taxes”, taxes are collected and remitted to you for payment to the proper taxing authority. No Marketplace Sales are reported on your room tax reporting.
- If you use TripAdvisor, you will not enter Marketplace sales or payments on your room tax reporting.
- If you use Expedia you need to determine if you are set up as “Hotel Collect” or “Expedia Collect”. If using “Hotel Collect”, you would not report Marketplace Sales.
- If you use Booking.com, please contact the company for information with regards to room tax collection. For all of 2021, Booking.com did not remit any room tax for any Door County Lodging Property.
- Have a stay that covers two (2) report months? Keep the stay in the month that your MP platform lists the stay in.
- If you utilize “stripe” and are an Independent Property Manager “IPM” you will not be able to claim Marketplace Payments made on your behalf by VRBO. Please contact the office for further information.

Online Filing Instructions-VRBO/Direct Bookings and VRBO

1. Go to www.doorcountytourismzone.com
2. Click the “File Your Room Tax Online” button on the left side of the screen.



The screenshot shows the website for the Door County Tourism Zone Commission. At the top is a banner with the commission's logo and the text "TOURISM ZONE COMMISSION". Below the banner is a navigation menu with links: "Tourism Zone", "Forms", "Reporting", "Meetings", "Permit Holder Information", "Destination Door County", and "Tourism News". A prominent blue button labeled "File Your Room Tax Online" is circled in red. To the right of the button is the heading "The Door County Tourism Zone Commission". Below the button, there is a link for "Online Room Tax Filing Instructions" and a "2022 Filing Instructions" button. A "Calendar of Events" section lists meetings for January, February, March, April, and May. A central text block states: "Any stay occurring in 2022 or beyond must be taxed at 8.0% regardless of when the reservation, deposit, or stay was paid." Below this, it explains that all 2022 bookings will have the 8.0% tax rate applied, regardless of the booking date. At the bottom, there is a section "In the news:" with a link to a press release and a video player for "Door County Vacation Home Rentals".

File Your Room Tax Online

The Door County Tourism Zone Commission

Click the button below to find instructions on filing your room tax in 2022.

[Online Room Tax Filing Instructions](#) [2022 Filing Instructions](#)

Calendar of Events

January
Jan 20, 2022, Thu 09:00am
[Executive Committee Meeting VIA ZOOM](#)

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Feb 17, 2022, Thu 09:00am
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Looking for a brief introduction to room tax in Door County? Watch our explainer video below:

In the news:
[Press Release 3-23-17](#)

Door County Vacation Home Rentals Watch later Share

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Monthly Room Tax Report Login

To Change your password: Please click "Change Password". On the next screen, enter the requested information.

Forgot your password? Click "Forgot Your Password". On the next screen enter your RT number. The system will email you your password (be sure to check your spam for the email)

[For help on how to file click here](#)

Still Need help? Please call the Tourism Zone office 920.854.6200 or email info@doorcountytourismzone.com

User Name: Example (RT1001)

Password: (Case Sensitive)

Login

[Forgot Your Password?](#)

[Change Password](#)



Welcome to Door County Room Tax Collection

Your Current Information

The form below contains your current information. To make changes click on the field you would like to edit and make the necessary changes when done, click the Update Above Information button. To Make a online submission of room tax information click the Online Filing Button. If you need to update your months please contact the office @ 920-854-6200 or email info@doorcountytourismzone.com

Past Filings

Your Property Name

Lodging Address

Lodging City

Lodging Zip Code

Months that you are open: January February March April
 May June July August
 September October November December

Please Call If you would like to adjust your months of operation please contact the Tourism Zone office

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

Owners Bank Routing Number

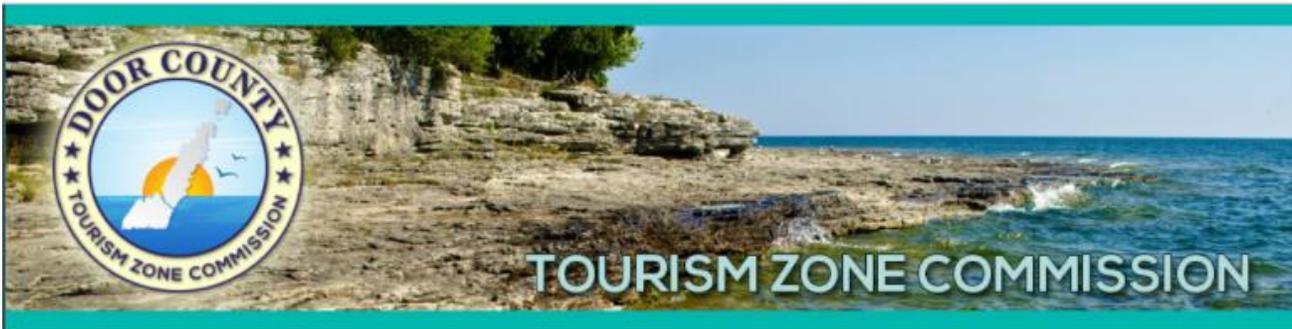
Account Type

Update Information Above

Online Filing

4. Scroll down to the bottom of your profile page and click "Online Filing."
5. Make sure to enter the correct report month and report year, as well as your name under the "Report completed by" line.

6. In line 1 of the Tourism Zone room tax filing form, enter the number of unit nights your rental was available for the month (Ex. If you had one rental unit available every day in March, your total available rental units would be 31).
7. In line 2 of the Tourism Zone room tax filing form, enter the number of nights your unit was rented for the month.



Monthly room tax reporting

Report and remittance due by the end of the month following the reporting month. Please complete all appropriate fields. * denotes required fields. [For help on how to file click here](#)

Lodging establishment	Tax calculation
Report month: * <input type="text" value="(Please select one)"/>	1. Total available rental units this month: * View example <input type="text"/>
Report year: * <input type="text" value="(Please select one)"/>	2. Number rented unit days this month: * View example <input type="text"/>
Permit number: * <input type="text"/>	3. Gross Lodging Sales this month: * More Detail <input type="text"/>
Lodging name: * <input type="text"/>	4. Total exemptions and exempt sales: * <input type="text"/>
Contact information	For each below, report how much room tax was paid on your behalf More Detail
Report completed by: * <input type="text"/>	5. Total lodging sales in which room tax was collected on your behalf: * More Detail <input type="text"/>
Email address: * <input type="text"/>	5a. Amount of room tax paid by Airbnb: * <input type="text"/>
Phone: <input type="text"/>	5b. Amount of room tax paid by VRBO: * <input type="text"/>
	5c. Amount of room tax paid by Expedia Collect: * <input type="text"/>
	5d. Amount of room tax paid by Booking.com Collect: * <input type="text"/>
	5e. Amount of room tax paid by Evolve Collect: * <input type="text"/>
	<input type="button" value="Calculate"/>

8. Sign in to VRBO and make sure you are using your hosting profile.
9. Click on “Calendar” and select which month you will be reporting for.

Print Import & export Feedback & help Show or hide Settings

Calendar < Sep > 2021 Month Year

Bookings and blocks list

- Sep 2021
- Block Thu, Sep 2 - Sun, Sep 5, 2021
- Block Thu, Sep 9 - Tue, Sep 14, 2021
- Block Tue, Sep 14 - Sat, Sep 18, 2021
- Block Sat, Sep 18 - Tue, Sep 21, 2021
- Block Fri, Sep 24 - Mon, Sep 27, 2021
- Block Thu, Sep 30 - Sun, Oct 3, 2021

10. Click on your first booking for the month.

< Inbox Print

This message is only visible to you

6:30 PM

Booking request
 Thu, Sep 9 → Tue, Sep 14
 5 nights
 6 adults - 3 children

6:30 PM

You instantly accepted Charles's booking

7:11 PM

2:02 PM

Completed Res ID: [REDACTED]

[REDACTED] CC

✓ Email verified

★★★★ (1)

Booking details

Check in Thu, Sep 9 → Check out Tue, Sep 14

5 nights

6 adults - 3 children

Prop ID [REDACTED]

Edit or cancel booking

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

11. Scroll down on the page and you will see a button that says “View full traveler payment” on the right. Click on it.

Payment details	
\$2,920.33	
Total payout*	
Booking amount	\$3,047.25
Adjustments	-\$25.00
View full traveler payment: \$3,822.71	
Paid to Vrbo	\$101.92
View itemized deductions	
<hr/>	
Total payout*	\$2,920.33
<small>* Your payout is the booking amount minus deductions. It excludes damage deposit, property damage protection, taxes, and service fees.</small>	

12. Add together the Booking amount and Traveler service fee.
 13. The booking amount plus the traveler service fee will be your total gross sales for the month if you only book through VRBO. Put this number in line 3 and line 5 on your report form as the gross lodging sales. If you also book directly, add your direct sales to line 3 in your reporting form as well.

Traveler payment	
5 nights	\$2,475.00
Cleaning Fee	\$300.00
Property Fees	\$272.25
Booking amount	\$3,047.25
Property damage protection	\$59.00
Lodging taxes we remit	\$375.46
Traveler service fee	\$366.00
Partial refund <i>9/14/2021</i>	-\$25.00
<hr/>	
Total traveler payment	\$3,822.71

$\$3047.25 + \$366.00 =$
 $\$3413.25$
 $\$3413.25 \times 13.5\% =$
 $\$460.79$ remitted
 lodging taxes

14. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will always be zero. If one of the previously mentioned conditions has been met, add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption at any time.
15. Multiply the number in line 5 (the gross lodging amount for marketplace platforms) by .08 (gross lodging total x 8% municipal room tax). This is the total amount of municipal tax that should be remitted by VRBO on your behalf. Enter this total into line 5b.
16. If you do not use any other marketplace providers, put zeroes in the other line 5 sections.
17. Click calculate.
18. Select your payment option. Select “No amount due” if the total amount due is zero. If you choose to pay using a credit card, you will enter the card’s information on the next page.

Late filing penalty and interest

Late filing penalty \$25.00 = :

Late interest 1% per month = :

Total Paid on your Behalf

Total paid on your behalf = : *

Total amount due

Total amount due = : *

Payment information

Payment method: [Help](#) (Please select one) ▼

If paying online, what type of account will you be using? Savings Checking

Routing number (9 digits):

Account number:

Date you would like payment applied (e.g. 02/28/2016):

Admin entered:

Actual Payment:

Penalties substantially increase if more than 30 days late.

Steps to complete

1. Review your information and check the box below.
2. Click the submit button.

I attest to the accuracy of all information contained in the report. *

Submit

19. Click the button at the bottom to attest that the information you are submitting is accurate.
20. Click submit. A confirmation page should pop up that can be saved or printed. We advise all permit holders to save or print these pages for their records.

Filing Instructions-Direct Bookings Only

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Forgot your password? Click "Forgot Your Password". On the next screen enter your RT number. The system will email you your password (be sure to check your spam for the email)

[For help on how to file click here](#)

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Past Filings

Your Property Name

Lodging Address

Lodging City

Lodging Zip Code

Months that you are open:

Please Call if you would like to adjust your months of operation please contact the Tourism Zone office

January <input type="checkbox"/>	February <input type="checkbox"/>	March <input type="checkbox"/>	April <input type="checkbox"/>
May <input type="checkbox"/>	June <input type="checkbox"/>	July <input type="checkbox"/>	August <input type="checkbox"/>
September <input type="checkbox"/>	October <input type="checkbox"/>	November <input type="checkbox"/>	December <input type="checkbox"/>

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

Owners Bank Routing Number

Account Type

Update Information Above

Online Filing

5. Make sure to enter the correct report month and report year, as well as your name under the “Report completed by” line.
6. In line 1 of the Tourism Zone room tax filing form, enter the number of unit nights your rental was available for the month (Ex. If you had one rental unit available every day in March, your total available rental units would be 31.)
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	Calculate
	Net taxable sales: * <input type="text"/>
	x 5.5% = : * <input type="text"/>

8. In line 3, enter the total amount of taxable lodging sales for the month.

9. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will be zero. If one of these conditions has been met, add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption.
10. In line 5, enter zero.
11. In lines 5a-5e, enter zero.
12. Click calculate.
13. Enter your banking or credit card information. Select “No amount due” if the total amount due is zero.

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Total Paid on your Behalf

Total paid on your behalf = : *

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Payment information

Payment method: Help (Please select one) ▼

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Account number:

Date you would like payment applied (e.g. 02/28/2018):

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Actual Payment:

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Lodging City

Lodging Zip Code

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September <input type="checkbox"/>	October <input type="checkbox"/>	November <input type="checkbox"/>	December <input type="checkbox"/>

Number of Units

Responsible Party

Owners Name

Your E-Mail Address

Owners Address

Owners City

Owners State

Owners Zip

Owners Phone

Please fill out if you wish to save for future use

Owners Bank Account Number

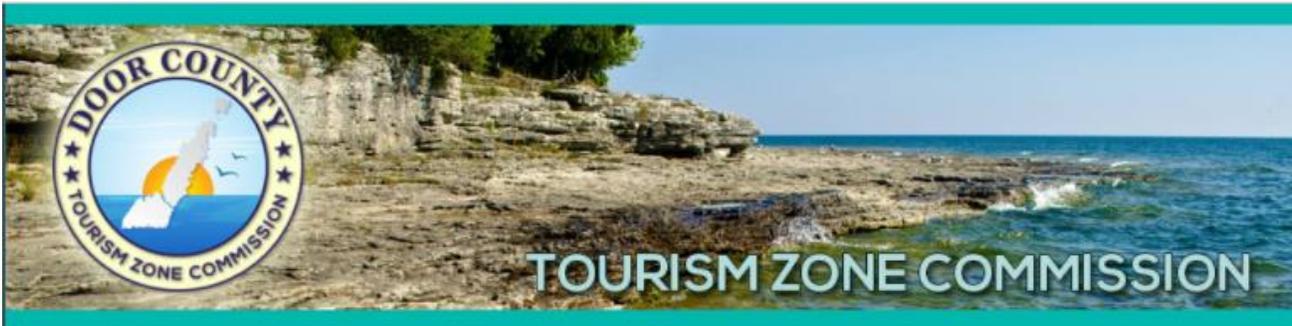
Owners Bank Routing Number

Account Type

Update Information Above

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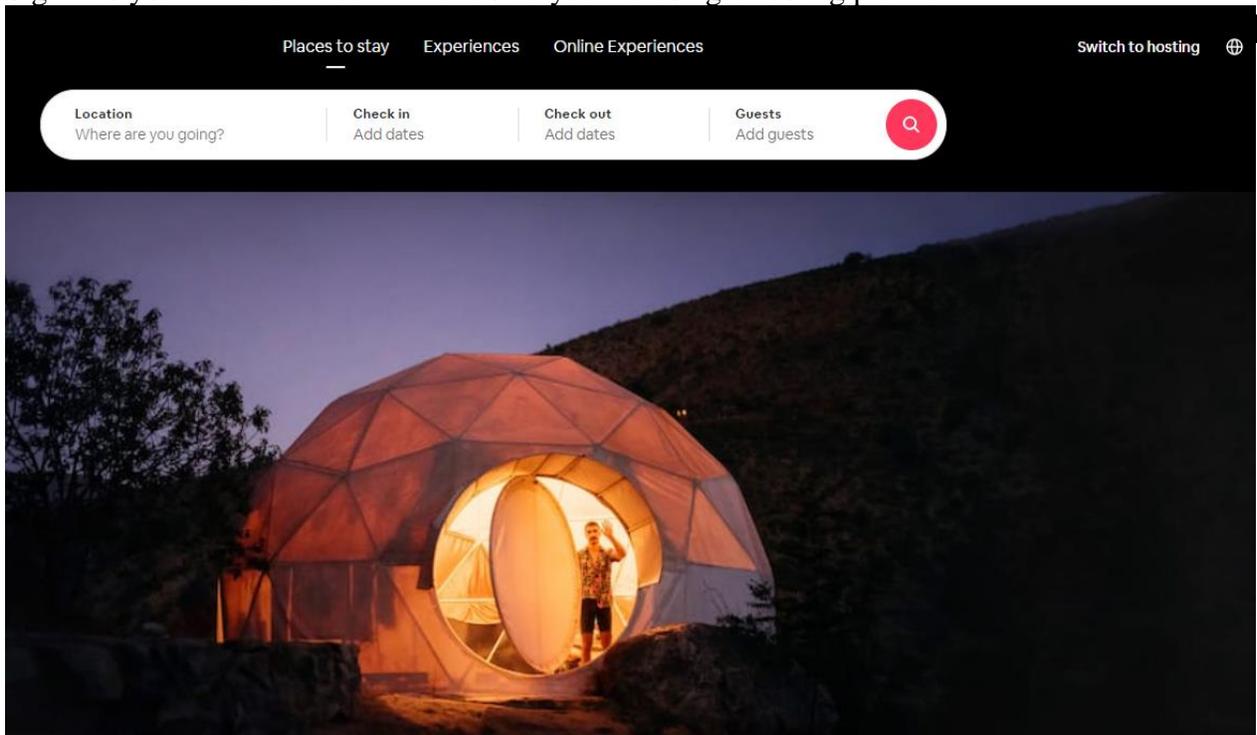


Monthly room tax reporting

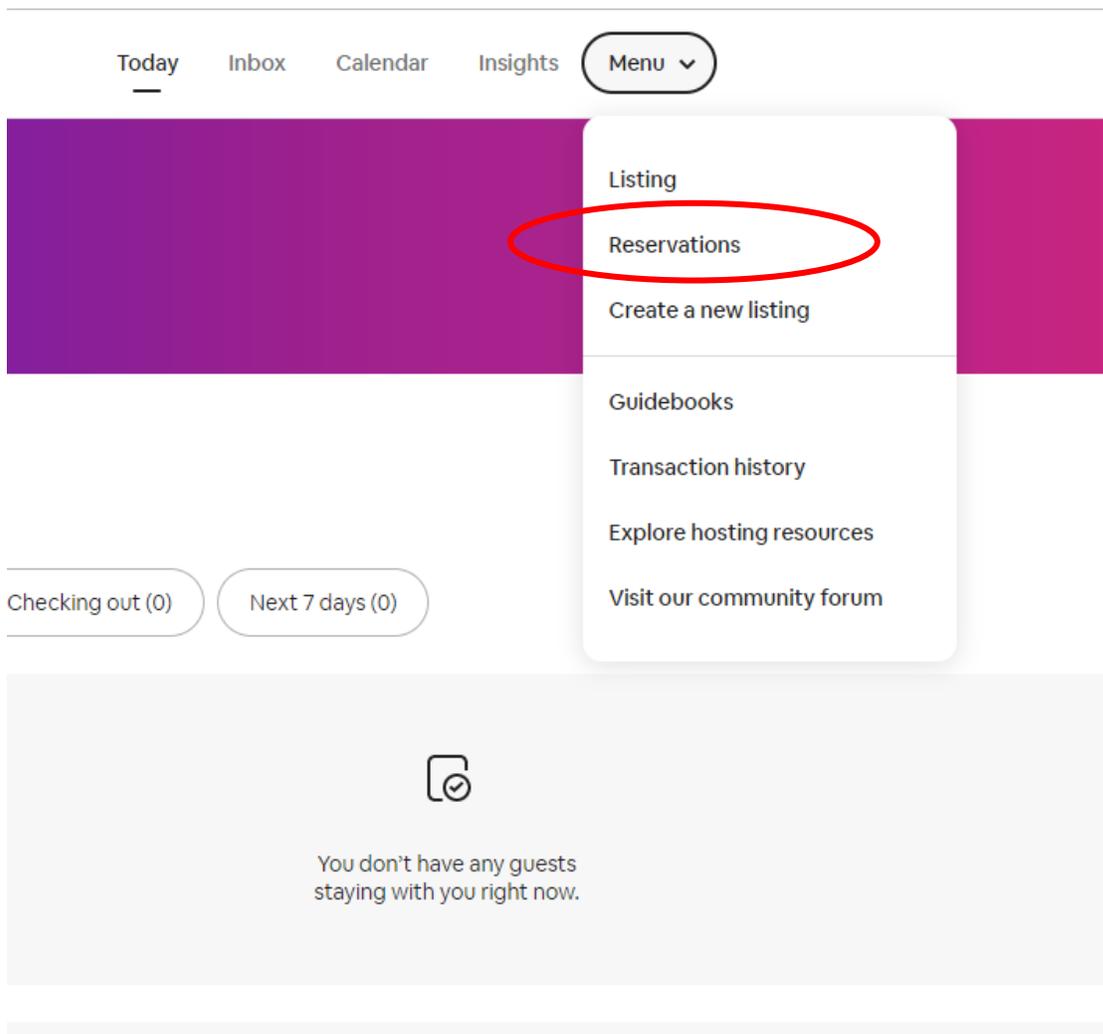
Report and remittance due by the end of the month following the reporting month. Please complete all appropriate fields. * denotes required fields. [For help on how to file click here](#)

<div style="background-color: #555; color: white; padding: 5px; font-weight: bold;">Lodging establishment</div> <p>Report month: * <input style="width: 150px;" type="text" value="(Please select one)"/></p> <p>Report year: * <input style="width: 150px;" type="text" value="(Please select one)"/></p> <p>Permit number: * <input style="width: 150px;" type="text"/></p> <p>Lodging name: * <input style="width: 150px;" type="text"/></p>	<div style="background-color: #555; color: white; padding: 5px; font-weight: bold;">Tax calculation</div> <p>1. Total available rental units this month: * View example <input style="width: 150px;" type="text"/></p> <p>2. Number rented unit days this month: * View example <input style="width: 150px;" type="text"/></p> <p>3. Gross Lodging Sales this month: * More Detail <input style="width: 150px;" type="text"/></p> <p>4. Total exemptions and exempt sales: * <input style="width: 150px;" type="text"/></p>
<div style="background-color: #555; color: white; padding: 5px; font-weight: bold;">Contact information</div> <p>Report completed by: * <input style="width: 150px;" type="text"/></p> <p>Email address: * <input style="width: 150px;" type="text"/></p> <p>Phone: <input style="width: 150px;" type="text"/></p>	<div style="background-color: #555; color: white; padding: 5px; font-weight: bold;">For each below, report how much room tax was paid on your behalf More Detail</div> <p>5. Total lodging sales in which room tax was collected on your behalf: * More Detail <input style="width: 150px;" type="text"/></p> <p>5a. Amount of room tax paid by Airbnb: * <input style="width: 150px;" type="text"/></p> <p>5b. Amount of room tax paid by VRBO: * <input style="width: 150px;" type="text"/></p> <p>5c. Amount of room tax paid by Expedia Collect: * <input style="width: 150px;" type="text"/></p> <p>5d. Amount of room tax paid by Booking.com Collect: * <input style="width: 150px;" type="text"/></p> <p>5e. Amount of room tax paid by Evolve Collect: * <input style="width: 150px;" type="text"/></p> <div style="background-color: #c00; color: white; text-align: center; padding: 5px; font-weight: bold; margin-top: 10px;">Calculate</div> <p>Net taxable sales: * <input style="width: 150px;" type="text"/></p> <p>x 5.5% = : * <input style="width: 150px;" type="text"/></p>

8. Sign into your Airbnb account. Make sure you are using a hosting profile.



9. Click on “Menu” at the top middle bar and then click on “Reservations.”





< Reservations

Filter

Upcoming **Completed** Canceled All



Health and safety guidance for Hosts and guests

As travel picks up again, we want to help our Hosts and guests remain safe. Please follow the health and safety guidance if you have any interaction with guests. [Review the guidelines](#)

Status Guests Check-in Checkout Booked Listing Confirmation Code Total Payout

< Reservations

Filter Export Print

Upcoming Completed Canceled All

Status	Guests	Check-in	Checkout	Booked	Listing	Confirmation Code	Total Payout	
Past guest	[Redacted]	Oct 21, 2021	Oct 24, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Oct 14, 2021	Oct 17, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Sep 30, 2021	Oct 3, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,876.95	Details ...
Past guest	[Redacted]	Sep 18, 2021	Sep 21, 2021	[Redacted]	[Redacted]	[Redacted]	\$1,673.25	Details ...

Guest paid

\$545 x 3 nights	\$1,635.00
Cleaning fee	\$300.00
Guest service fee	\$273.18
Occupancy taxes	\$242.90
Total (USD)	\$2,451.08

- Click on "Completed" under Reservations.
- Under "Completed" you will see a list of all of your check-in dates. Make sure that you are only focusing on the booking taking place in the month you are reporting for.
- Click "Details" in the blue box to the right of your screen. This will create a popup screen that will show you what the guest paid for their rental.
- For the year 2022 only, you will not need to report differently if the tax percentage appears to be incorrect. This has been handled between the Door County Tourism Zone and Airbnb, as well as our

other marketplace providers. Instead, you will add together the nightly rate x number of nights, cleaning fee, and the guest service fee. This total will be your booking sales.

14. Go through each booking for your reporting month and follow the same process. The sum of all booking sales will be placed into line 3 and line 5. Make sure to add direct booking sales to line 3 only as well.
15. Unless one of your bookings for the month includes a stay of 30 or more consecutive days from a single renter or a tax-exempt group has booked your rental and provided a CES number to verify their tax-exempt status, line 4 will be zero. If one of the conditions has been met, please add all revenues from the exempt bookings into line 4. Please note that the Tourism Zone may request a copy of contracts or CES numbers to verify the exemption.
16. Multiply the number in line 5 (the gross lodging amount on marketplace platforms) by .08 (gross lodging total x 0.8). This is the total amount of municipal tax remitted by Airbnb on your behalf. This total goes in line 5a.
17. If you do not use any other marketplace providers, put zeroes in the other line 5 sections.
18. Click calculate.
19. Enter your banking or credit card information. Select “No amount due” if the total amount due is zero.

The screenshot shows a web form for tax reporting. At the top right, there are sections for 'Late filing penalty and interest' with input fields for 'Late filing penalty \$25.00 = :', 'Late interest 1% per month = :', 'Total Paid on your Behalf', and 'Total amount due'. The 'Total amount due = : *' field is circled in red. Below this is the 'Payment information' section, which includes a dropdown for 'Payment method: Help' (circled in red), radio buttons for 'Savings' and 'Checking', and input fields for 'Routing number (9 digits):', 'Account number:', 'Date you would like payment applied (e.g. 02/28/2018):', 'Admin entered:' (with 'yes' selected), and 'Actual Payment:'. A note states 'Penalties substantially increase if more than 30 days late.' Below the payment information is a 'Steps to complete' section with two numbered steps. The second step includes a checkbox for 'I attest to the accuracy of all information contained in the report.*' (circled in red). At the bottom of the form is a red 'Submit' button.

20. Click the button at the bottom to attest that the information you are submitting is accurate.
21. Click submit. A confirmation page should pop up that can be saved or printed. We advise all permit holders to save and print these pages for their records.

Common Issues with Submitting Reports:

1. Make sure you enter the correct report month and year before submitting. If you submit the incorrect month or year, do not attempt to fill out the form again. Contact the Tourism Zone to have the filing corrected.
2. Make sure you enter your name and phone number at the top left of the report before you submit it.

3. When entering thousands in any space, do not add a comma or the tax will not calculate. Do not put a dollar sign in front of your totals.
4. Remember to add zeroes to lines with marketplace providers that you do not use (ex. Booking.com)
5. Please note that Booking.com does not remit taxes to the Door County Tourism Zone. Line 5d will be zero.
6. Remember to click calculate after entering your monthly sales and taxes.
7. Even if you do not owe any money, you will need to select "No amount due" in the Payment method section of the form or you will not be able to submit your report.
8. The form will not be submitted until you attest to the accuracy of the report.