

**TOWN OF PRESQUE ISLE
APPLICATION FOR ROOM TAX PERMIT**

Please answer all questions completely.
Please type or print.
Return the completed application to:

TOWN TREASURER, Town of Presque Isle
Room Tax Permit
P.O.Box 130
Presque Isle, WI 54557

NAME, ADDRESS AND PHONE NO. of establishment
for which permit is being requested.

() _____

NAME and MAILING ADDRESS of business (if different from above)

Legal Organization: Sole Proprietorship, Partnership, Corporation
(Circle One)

Wisconsin Seller Permit Number _____

Is business open year around? Yes _____ No _____

Seasonal Business . . . open
1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter ___

I hereby certify that the answers to the above questions are correct to
the best of my knowledge and belief.

Signature of Owner or Authorized Agent _____
Title _____
Date _____

**TOWN OF PRESQUE ISLE
INSTRUCTIONS FOR ROOM TAX RETURN**

Line 1 – Include total receipts from rental of resort cabins, hotel/motel rooms, guest cabins and home.

Line 2 – Include total receipts of American Plan charges @45%.

Line 3 – Add lines 1 & 2.

Line 4 – Report any State, County and Room Tax included in Line 3 here.

Line 5 – Subtract line 4 from line 3.

Line 6 – Multiply line 5 times .045.

Line 7 – Multiply line 6 times .01, minimum collection fee is \$2.00.

Line 8 – Subtract line 7 from line 6.

Line 9 – If you are filing a late return, the late filing fee is \$20.00 plus interest of 1% of the amount due for each month, or part of a month, you are late. Example: Your room tax is \$750.00 and you are filing two and one half months late. Your delinquent fee will be \$20.00 plus \$22.50 (\$750.00 times .01, times 3), for a total of \$42.50.

Line 10 – Add line 8 and line 9, this is your total room tax due.

Please make checks payable to the Town of Presque Isle.

****REMINDER****

You are responsible to file a quarterly room tax return whether you have any rentals during the quarter or not. Failure to file for two consecutive quarters will result in the cancellation of your room tax permit.

TOWN OF PRESQUE ISLE ROOM TAX
 The Hotel/Motel Room Tax is due and payable on or before the 30th day of the month following the end of each calendar quarter. Make check payable to the Town of Presque Isle, P.O. Box 130, Presque Isle, WI 54557.

Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

Return Due Date: _____ 20__

Report must be filed even if no tax is due.

Business Name: _____

Address: _____

Telephone #(____) _____

Owner Name: _____

Town Permit # _____

Signature _____

White copy to be returned with remittance- Yellow copy for your records

1. Non-American Plan Lodging Receipts	
2. American Plan Receipts @45%	
3. Total Room Receipts (Add lines 1 & 2)	
4. County, State & Room Tax included in line 3	
5. Net Room Taxable Receipts (Deduct line 4 from line 3)	
6. Room Tax @ 4 1/2 % (Line 5 X .045)	
7. Collection Fee (1% of line 6 - Minimum fee \$2.00)	
8. Net Tax Due (Deduct line 7 from line 6)	
9. Delinquent Filing Fee (\$20 plus interest*)	
10. Total Tax Due (line 8 plus line 9)	

*Unpaid tax bears interest of 1% per month (or part of) after due date

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10. Total Tax Due (line 8 plus line 9)	

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