

**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.

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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.