

**CITY OF STURGEON BAY
HOTEL/MOTEL ROOM TAX REPORT FORM**

Year _____ QUARTER: 1st _____ 2nd _____ 3rd _____ 4th _____

Hotel/Motel Name _____

Address _____

Firm Name _____

Mailing Address _____

1 Gross Receipts _____

2 Non-transient/exempt receipts _____

3 Taxable Room Receipts _____

4 Gross Tax: 4% of line 3 _____

5 Collection Fee: 1/2 of 1%
(Amount you retain)
(Line 4 x .005) _____

6 Delinquent Returns/Payments
(\$20 1-59 days late)
(\$120 over 60 days late) _____

7 Total Tax Due
(Line 4 - Line 5) _____

Submitted by _____

Signature _____

Room tax returns and room tax payments are due and payable within thirty (30) days of the end of each calendar quarter. Delinquent room tax returns and room tax payments shall be subject to a late filing fee of twenty dollars (\$20.00) plus interest at the rate of 18% per year (1-1/2% per month) on the unpaid balance. An additional penalty of one hundred dollars (\$100.00) will be assessed if tax returns and payments are not received within 60 days of the end of each calendar quarter.

Please remit to: City of Sturgeon Bay,
Attn: Stephanie Reinhardt
421 Michigan Street
Sturgeon Bay, WI 54235 (Please mark: Confidential)

For change in corporate name or address, please notify the City Clerk at the above address or by calling 920-746-2900.