

Town of Germantown in Juneau County, WI

Room Tax Permit Form

Owner Information			Lodging/Rental Physical Location
Name:			Name of Business D/B/A (if applicable)
Mailing Address:			Address or Fire Number (NO P.O. numbers)
City:	State	Zip Code:	Type of Lodging Date Business Opened: _____ Type of Business: ☐ Hotel/Motel ☐ Resort ☐ Inn ☐ Condominium Property ☐ Bed & Breakfast ☐ Cottage/Cabin/House Number of Units _____ Note: one house on one property counts as 1 unit (not # of bedrooms unless rented to different paying guests, as in a bed and breakfast) If there are 2 houses (rented separately) on one property, it counts as 2 units. Please list your online presence for advertising: ID: _____ via: _____ ID: _____ via: _____ ID: _____ via: _____ Property Website: _____
Email Address:			
WI DOR Sellers Permit# (Authorization to WO DOR to release sales tax returns and information to Town of Germantown Treasurer)			
Individual Responsible to Pay Tax (E.G. Rental Agent, CPA, Attorney)			
Owner ☐ If "Other" fill in below			
Name:			
Mailing Address:			
Address 2:			
City:	State	Zip Code:	
Phone Number:			
Email:			
* If the individual responsible for collecting and remitting Room Tax changes, such as a change in ownership or a change in the owner's agent, a new Permit is required to ensure your data's confidentiality.			

For Office Use Only:

Date Received: _____

Effective Date Beginning: _____

Ending Date: _____

PERMIT # _____

Paid in Full: \$ _____

Check # _____

Received by: _____

Quarterly Room Tax Reporting Form

Town of Germantown

Number of times Rented & Room Receipts											
Indicate the number of times you rented your property during each month of the year in the upper box and in lower box indicate the total not including sales and room tax collected.										Quarter Ending: Mar / June / Sept / Dec <i>(Circle one above)</i>	
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct:	Nov:	Dec
Total Quarterly Room Receipts:\$_____ Gross Tax 8% of Total Receipts:\$_____											
Interest*:\$_____ Total Tax Due:\$ _____											
*Unpaid taxes bear interest of 1% per month from due date, until the 1 st day of the month following month of payment.											

Certificate	
I, the undersigned, hereby certify that all information herein is true and correct to the best of my knowledge.	
_____ Signature	_____ Date
_____ Print Name	_____ Daytime Phone Number
_____ Email Address	
You must complete this report each quarter; whether you had room tax or not. Otherwise, we have no way of knowing whether or not you had rent and room tax and forgot to report for that period of time. Room tax is due and payable on or before the 30 th day of the month following the calendar quarter for which the tax is imposed.	
Lodging Marketplaces with the WI DOR are now collecting on behalf of Town of Germantown lodging providers. If you are using a lodging marketplace, please name them here:	
For Office Use Only	
Registration Number:_____	

Send Quarterly Report Forms and Payment to:
Town of Germantown Treasurer
N7560 17th Ave.
New Lisbon, WI 53950