

BURNETT COUNTY TAX ZONE COMMISSION

QUARTERLY ROOM TAX REPORT

Report for Quarter Ending: _____ Due Date: _____
(1st Qtr: Due April 30) (2nd Qtr: Due July 31) (3rd Qtr: Due October 31) (4th Qtr: Due January 31)

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Business Name: _____

Business Address: _____

Short Term Rental Address: _____

(If more than 1 property, please include additional addresses here.)

Total Quarterly Gross Receipts: \$_____ (All Bookings Combined)

Gross Receipts = Your gross taxable receipts include revenue from room rental, room resell revenue, room cancellation fees, resort fees, room attrition fees, packages, and miscellaneous fees like pet fees, rollaway bed charges, refrigerator charges, safe charges, smoking fees, and cleaning fees. This should be the total of all Booking Platforms plus Direct Bookings

Booking Platform Gross Receipts \$_____ 8% Due from Platforms \$_____

Name of Platform Used: _____

It is your responsibility to ensure your booking platforms are submitting STR Taxes directly to your municipality. Some may send the money collected back to you to submit. (If using more than 1 platform, please complete back page of this form.)

Airbnb Gross Receipts \$_____ 8% of Direct Booking Gross Receipts: \$_____

Note: Airbnb will not submit to municipalities, they send the money back to STR owner, you will need to do a work around on their platform. They will submit the money back to each STR owner.

Direct Booking Gross Receipts \$_____ 8% of Direct Booking Gross Receipts: \$_____

These are rental bookings that were not completed through a platform, but directly by STR owner.

Please make check payable to and return form to:

Burnett County Tax Zone Commission

PO Box 643

Siren, WI 54872

I, the undersigned, declare that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete.

Written Name: _____

Signed: _____ Date: _____

Per Short Term Rental Ordinance, a 12% late fee will be added and interest on unpaid taxes will accrue at 12%.

If you have any questions, please email BC Tax Zone Commission at: BCZoneComm@gmail.com

Booking Platform Gross Receipts

If you use more than one company for a booking platform, please list totals for each booking platform. Totals should reflect the amount that each platform sent to your municipality for the quarter. By listing amounts separately by platform, we can ensure you payment has been received from platform.

<u>Platform</u>	<u>Quarterly Total</u>
VRBO	\$_____
Booking.com	\$_____
Evolve	\$_____
FlipKey	\$_____
CozyCozy	\$_____
Agoda	\$_____

Others, please list name of platform used

_____	\$_____
_____	\$_____
_____	\$_____

BURNETT COUNTY TAX ZONE COMMISSION

PO Box 643, Siren, WI 54872 BCZoneComm@gmail.com

Quarterly Room Tax Report Clarifications and Definitions:

Total Quarterly Gross Receipts: This is the entire amount an owner received from renting their property for the quarter. This includes rental payments through platforms and money received through Direct Bookings. In other words, Total Quarterly Gross Receipts = Booking Platform Gross Receipts + Airbnb Gross Receipts + Direct Booking Gross Receipts. [*Gross Receipts* is defined by law as: Your gross taxable receipts include revenue from room rental, room cancellation fees, resort fees, room attrition fees, packages, and miscellaneous fees like pet fees, rollaway bed charges, refrigerator charges, safe charges, smoking fees.]

Booking Platform Gross Receipts: When a renter uses a platform to book their short-term rental, the 8% municipality STR tax should be included in the total rental cost. Therefore, making it a pass-through cost for rental property owner. The booking platform is obligated by law, to collect this tax and send it quarterly to the municipality/township where the unit being rented is located. It is the homeowner's responsibility to ensure your booking platforms are submitting the 8% STR tax to the municipality. However, some platforms, like Airbnb (and others) are sending this money back to the owner. The owners must send this money to the BC Tax Zone Commission quarterly. Please note that in order to better track platform payments, the form asks for the name of the platform that was used. If you used more than 1 platform in the quarter, please list them on the back of the form.

Airbnb Gross Receipts: So far Airbnb has refused to comply with the law and send municipalities the 8% STR tax. This is why we added a separate place to include these funds on the form. You can do a work around and put the tax on the platform yourself, at which time they will send the money to the owner. The owner must then submit this money to the BC Tax Zone Commission.

Direct Booking Gross Receipts: The property owner works directly with the renter and collects the rental costs, which includes the 8% municipal STR tax. The property owner pays the BC Tax Zone Commission the tax on a quarterly basis.

Also, please be sure you have a Burnett County Short -Term License and that it is up to date. This is a legal requirement for any short-term rental property operating within Burnett County, WI. (Click here <https://www.burnettcountywi.gov/DocumentCenter/View/17695/Short-Term-Rental-Application-2026-PDF> to get a Burnett County Short-Term License Application. If you have any questions, please contact the Burnett County Land Services and Zoning at 715-349-2109.