

CITY OF
EAGLE RIVER
Wisconsin

Snowmobile Capital of the World ★ ATV/UTV Capital of Wisconsin ★ Hockey Capital of Wisconsin

PLEASE fill in the information below and return this form, via e-mail or US mail, to the address listed below. A certificate will be mailed to you to be posted.

**2025 Accommodations Tax Permit Application for term expiring 1/31/2026.
City of Eagle River Accommodations Tax Rate (Room Tax) 4.5%**

Date: _____

Business Name: _____

Business Street Address: _____

Business Mailing Address (PO Box): _____

Owner(s) / Operator(s): _____

Phone Number(s): _____

E-Mail Address: _____

Manager / Contact Person: _____

Number of Rooms (accommodations subject to tax) _____

Entity Paying Room Tax Liability to City: _____

Email to send quarterly reporting form reminders: _____

Thank you for your cooperation!

Becky J Bolte

*Clerk-City of Eagle River
525 E Maple Street
P.O. Box 1269
Eagle River WI 54521
715-479-8682 Ext 224
bbolte@eagleriverwi.gov*

Room Tax Reporting Forms:

Marketplace providers: Quarterly, please complete and return Form RT-200 for overall totals and City of Eagle River Accommodations Tax form for each property (audit), along with payment to City of Eagle River.

Homeowners that ONLY have sales through a Marketplace provider: Quarterly, please forward a printout of the sales that were made for your short-term rental through your Marketplace provider (ex. AirBnb). This information can be produced from your Marketplace provider account/app by printing out the monthly sales reports they provide you with for the quarter being reported by your provider (audit). Please identify the property location on printouts when forwarding. Your Marketplace provider will produce and return reporting forms.

Independent homeowners that have private sales AND Marketplace sales: Quarterly, please complete and return the City of Eagle River Accommodation Tax form for sales made by you with payment of room tax collected by you. Include a printout of the sales that were made for your short-term rental through your Marketplace provider for the reporting quarter (ex. AirBnb). This information can be produced from your Marketplace provider account/ app by printing out the monthly sales reports they provide you with for the quarter you are reporting (audit). Please identify the property location on printouts when forwarding.

All Room Tax Reporting forms/payments/reports should be returned to:
City of Eagle River – Treasurer
PO Box 1269
Eagle River WI 54521
choffmann@eagleriverwi.gov

Marketplace Provider Municipal Room Tax Return

(Marketplace providers must file this return with each Wisconsin municipality that imposes municipal room tax)

[sec. 66.0615\(1r\), Wis. Stats.](#)

This is the uniform municipal room tax return for use by marketplace providers. Contact the municipality for information on how to file the return and pay.

Marketplace provider name	FEIN
Marketplace provider's address	

Municipality		
Mailing address		
Period	Period ending	Year

- | | |
|---|-----------|
| 1. Number of nights properties rented | 1. _____ |
| 2. Total sales | 2. _____ |
| 3. Exempt sales | 3. _____ |
| 4. Taxable sales (line 2 - line 3) | 4. _____ |
| 5. Room tax rate (see instructions) | 5. _____ |
| 6. Room tax due | 6. _____ |
| 7. Credits | 7. _____ |
| 8. Penalties and fees | 8. _____ |
| 9. Interest | 9. _____ |
| 10. Total due | 10. _____ |

Contact name	Signature
Phone () -	Email

Instructions

A marketplace provider that facilitates short-term lodging on behalf of others must complete all fields of this return if the property from which the lodging is furnished is located in a Wisconsin municipality that imposes municipal room tax. See the list of municipalities that impose a municipal room tax, their tax rate, and addresses at <https://www.revenue.wi.gov/Pages/slf/room-tax.aspx>.

“Marketplace provider” includes a person who facilitates a retail sale of short-term lodging on behalf of another seller by listing or advertising, in any manner, the short-term lodging and who, directly or indirectly, processes the payment from the purchaser.

- Line 1. Nights rented.** Enter total number of nights properties located in the municipality were rented.
- Line 2. Total sales.** Enter total sales for properties located in the municipality. Include sales which are exempt from tax.
- Line 3. Exempt sales.** Enter total of sales exempt from tax. This includes nontaxable sales and sales for which you received an exemption certificate, Certificate of Exempt Status number, or other documentation as outlined in the appendix of WI [DOR Pub 219](#).
- Line 4. Taxable sales.** Subtract line 3 from line 2.
- Line 5. Room tax rate.** Enter the appropriate room tax rate as a decimal. For example, if the rate is 5% enter .05 on line 5. See [Municipal Room Taxes](#) for room tax rate.
- Line 6. Room tax due.** Multiply line 4 by the room tax rate.
- Line 7. Credits.** Enter any credits or discounts allowed by the municipality against room tax due.
- Line 8. Penalties and fees.** Enter any penalty or fees imposed by the municipality.
- Line 9. Interest.** Interest is due at the rate of 1 percent per month of the unpaid balance.
- Line 10. Total due.** Subtract line 7 from line 6 and add lines 8 and 9, if applicable. Enter total due. Send payment and completed return to the municipality.

City of Eagle River Accommodations Tax

The Accommodations Tax is due and payable on or before the last day of the month next succeeding the calendar quarter for which imposed. Make check or money order payable to the City of Eagle River, P.O. Box 1269, Eagle River, WI 54521

Today's Date: _____

Quarter Report Ending Month: _____ Year _____

Name _____

Business Name _____

Address _____

Signature _____

1. Gross Room Receipts	
2. Deduct Non-Transient & Tax Exempt	
3. Taxable Room Receipts	
4. Gross Tax: 4.5% of Line 3	
5. Delinquent Filing Fee (\$20.00 and interest *)	
6. Total Tax Due (Line 4 plus Line 5)	

* Unpaid taxes bear interest of 12% per annum from due date, until 1st day of month following month of payment.