

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