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**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.**

**2026 Accommodations Tax Permit Application for term expiring 1/31/2027.  
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](mailto:choffmann@eagleriverwi.gov)