



Room Tax – City Code Chapter 83

The City of Prescott passed lodging tax ordinance #01-16 in June of 2016, which applies a 6% tax to the sales of transient lodging accommodations and related services for a period of fewer than 30 days at an establishment (such as but not limited to hotels, motels and bed & breakfasts) located within the City limits. (See the City's of Prescott's City Code Chapter 83, Article II for further details).

Beginning April 1, 2022 all facilities and establishments within the City of Prescott city limits that are classified as a hotel, motel, rooming house, tourist court, or resort, other than the renting or leasing of it for a continuous period of 30 days or more must start imposing a 6% tax on the gross receipts from the furnishing of lodging. These funds will be collected quarterly and have a due date of thirty days following the dates listed below:

1st Quarter - April 1st

2nd Quarter - July 1st

3rd Quarter - October 1st

4th Quarter - January 1st

Failure to pay the tax within 30 days of the dates listed above can result in the City certifying the tax as a lien against the real property on which the lodging establishment is located, along with interest, penalties, administrative costs and attorney's fees. The local room tax return must be filed with the City of Prescott by all lodging facilities even if no sales occurred during the given quarter.

This form along with further information on the City of Prescott local room tax can be found at:

prescottwi.gov/roomtax

Listed below is the Room Tax instructions & form. If you have any questions, please contact Finance Department at 715-262-5544.



Local Room Tax Return

This tax is mandated by The City of Prescott City Code Chapter 83

Please make check payable to the " City of Prescott"
 Mail this form along with a check for the amount due (Line 10) to the address below.

Establishment Name (Not Corporate Name)		
Mailing Address (Street):		
City	State	Zip

Reporting Period: From	Due Date:
Reporting period is one of the calendar year quarters	The due date is 30 days following the end of the calendar quarter

LODGING TAX

1 Gross Lodging Sales		
2 Less: Exclusions <i>Written leases for 30 days or more other tax-exempt lodgings per City Code</i>		
3 Less: Lodging Bad Debts		
4 Plus: Collected Bad Debts		
5 Total Taxable Lodging Sales <i>Line 1 - Line 2 - Line 3 + Line 4</i>		

6 Room Tax Due <i>Line 5 x 6%</i>		
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PENALTY AND INTEREST (IF APPLICABLE)

7 Penalty <i>If payment is not made by the due date, apply \$100</i>		
8 Interest <i>If payment is not made by due date, ((Line 6 + Line 7) X 6%) ÷ 365 X Days past due. ÷ 365 X Days past due.</i>		

9 Total Penalty and Interest Due <i>Line 7 + Line 8</i>		
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TOTAL LODGING TAX, PENALTY, AND INTEREST

10 TOTAL AMOUNT DUE <i>Line 6 + Line 9</i>		
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Please make check payable to **City of Prescott**

I declare and certify under penalty of law that I have examined this statement and that to the best of my knowledge and belief, it is true and complete.

Signature _____ Title (Print) _____

Name of Preparer (Print) _____ Date _____

Phone _____ E-mail _____

Finance Department

City of Prescott
Elizabeth Lansing
800 Borner St. North
Prescott, WI 54021

Phone: 715-262-5544
E-mail: elansing@prescottcity.org

City of Prescott Local Room Tax

The City of Prescott room tax applies to the sales of transient lodging accommodations and related services for a period of fewer than one month at an establishment (such as but not limited to hotels, motels and bed & breakfasts) located within the City limits. (See the City of Prescott's City Code Chapter 83 for further details). The tax is separate and is in addition to the 5.5% state sales tax. Amounts paid for transient lodging accommodations provided within the City limits are subject to the tax regardless of where the payments or reservations are made. Payments or reservations made in the City of Prescott for lodging outside the City limits are **not** subject to the City's room tax.

A Local Room Tax Return form must be completed quarterly (calendar quarter) by each establishment providing transient lodging even if there were no sales during the period. The completed form and the payment of the room tax are due to the City no later than 30 days after the end of the quarter. See City of Prescott's City Code Chapter 83 for failure to file.

Instructions for Room Tax Return

The following instructions are to assist preparers in completing the City of Prescott Local Room Tax Return form:

- Line 1 Gross Room Sales**
List the total of all transient room sales that occurred during the period.
- Line 2 Less: Exclusions**
List all sales that are exempt from the room tax. See attached for a list of sales that are exempt from room tax during the period.
- Line 3 Less: Lodging Bad Debts**
List all lodging sales that were uncollectible during the period.
- Line 4 Plus: Collected Bad Debts**
List all lodging sales that were previously uncollectible and were then subsequently collected during the period.
- Line 5 Total Taxable Lodging Sales**
Line 1 (*Gross Lodging Sales*) less Line 2 (*Exclusions*), less Line 3 (*Lodging Bad Debts*) and add Line 4 (*Collected Bad Debts*).
- Line 6 Room Tax Total**
Multiply Line 5 (*Total Taxable Lodging Sales*) by 6% (City Room Tax).
- Line 7 Penalty**
If payment is not made by due date apply \$100 penalty
- Line 8 Interest**
If the payment is not made by the due date, add Line 8 (*Room Tax Due*) to Line 9 (*Penalty*), then multiply the result by 6%. The result is the yearly interest amount. Then divide the yearly interest amount by 365 (days of the year). This result is the daily interest amount. Then multiply the daily interest by the number of days the payment is late.
- Line 9 Total Interest and Penalty Due**
Add Line 7 (*Penalty*) and Line 8 (*Interest*)
- Line 10 Total Amount Due**
Add Line 6 (*Room Tax Due*) and Line 9 (*Total Penalty and Interest Due*)

If you need further assistance, please call Beth Lansing at the City of Prescott. Beth can be reached at 715-262-5544.

City of Prescott Local Room Tax

Tax Exempt Revenues

Exemptions. The following room sales are exempt from this tax:

1. Sales to the federal government.
2. Sales to persons listed under § 77.54(9a), Wis. Stats. (i.e. State Government Agency or Agency thereof, Local Government Agency or Agency thereof, or 501c3 organizations)

Exemption conditions. The following conditions must occur for a sale to be exempt from the room tax;

1. The lodging establishment must issue the billing or invoice for the lodging in the name of the exempt entity; and
2. The lodging establishment must receive from the exempt entity:
 - a. In the case of federal and Wisconsin state or local governmental units, a purchase order, written document (such as a letter of authorization), or other acceptable authorization; or
 - b. In the case of nonprofit religious, charitable, scientific or educational organization, the organization's certificate of exempt status number.
3. The exemption still applies if the employee pays with his or her own funds, as long as the above conditions are met.