



treasurer@townofthreelakes.com

townofthreelakes.com

PO Box 565, Three Lakes, Wisconsin 54562 (715)546-3316

The Room Accommodations Tax is due and payable on or before the last day of the month following the calendar quarter for which imposed. If you are paying late, there is a \$20.00 late filing fee per quarter and 1% Interest per month that you are late.

Permit Number: _____

Name of Owner: _____

Trade Name: _____

Address of Premises: _____

Step 1 Gross Room Receipts(you collect) _____
(Excluding state/county sales taxes, VRBO/AIRBNB Etc)

Step 2 VRBO Gross Room Receipts _____

Step 3 AIRBNB Gross Room Receipts _____

Step 4 4.5% Room Tax Due on Step 1
(Only Room Tax you collect) _____

Step 5 Delinquent Filing Fee
(\$20.00 per Quarter) _____

Step 6 Interest for delinquent payments
(1% per month that you are late of tax due to town) _____

Step 7 Tax Due to the Town of Three Lakes
(Add steps 4, 5, 6 together) _____

Signature of Owner/Authorized Agent Date

Phone number where you can be reached _____

1st Quarter: Due 4/30/2022

3rd Quarter: Due 10/31/2022

2nd Quarter: Due 7/31/2022

4th Quarter: Due 1/31/2023

Please remember to include your VRBO/AIRBNB reports that show what they have sent the Town in room tax