

Account #: BARTC

THE 8% ROOM TAX, collected on retail room rental or lodging is due and payable on or before the 20th day of the following month. Make check, draft, money order payable, or electronic payment(1) to: Associated Trust Company and return with copy to:

*** Associated Trust Company, Attn: Corporate Trust, 200 N Adams St, Green Bay, WI 54301 ***

Unpaid taxes bear interest at 1.0% per month from the due date and the assessment of a \$100.00 late fee.

PART I - Facility, Owner and Preparer Information

Tax Report for: | Month: | Year: | Permit No:

I declare under penalty of perjury that the room sales information contained on this document and any accompanying documents is true and correct, with full knowledge that all information made on this document are subject to investigation and that any false information may be grounds for legal action.

Facility Name & Address: Owner Name & Address: Preparer Information

Name Name Preparer Name

Street, Suite, PO Box Street, Suite, I O Box Preparer Phone Number

City, State Zip City, State Zi p Preparer Signature

PART II - Short Term Rental Information

If you rented through AirBNB, VRBO or similar web-based lodging marketplaces who have collected on your behalf, please include in your totals above AND provide detailed information below for each marketplace. Failure to provide exempt tax receipt information will deem the room tax delinquent and late fees and interest will be assessed.

Table with 5 columns: AirBNB, VRBO, Other (1), Other (2), Total. Rows include Gross Room Nights Sold, Tax Exempt Room Nights Sold, Total Room Sales Revenue, Less: Tax Exempt Room Sales Revenue, Total Taxable Room Sales, 8% Room Tax, Late Filing Fee, Interest, and TOTAL TAX DUE.

Contact Associated Trust Company directly at 920-433-3275 for electronic submission (payment) instructions.

PART III - Tax Exempt Guest Information for Short-Term Rentals

Please summarize all tax exempt guest information below. Failure to provide exempt tax receipt information will deem the room tax delinquent and late fees and interest will be assessed.

Tax Exempt Organizations - List the organization name(s) and the corresponding number of nights stayed

Table with 4 columns: Name(s) of Organization(s), Nights, Name(s) of Organization(s), Nights. Includes blank rows for data entry.

Customers Staying 30 Days or More

Table with 2 columns: Number of Different Customers, Number of Room Nights Sold, Total Tax-Exempt Room Nights Sold.