

# Monthly Room Tax Calculation

Report for **MONTH:** \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Gross receipts of all sales for the month \$ \_\_\_\_\_

**Less:**

Receipts from sources other than room rent	(\$ _____)	
Rent received from non-transient guests <i>(stays 30+ consecutive days)</i>	(\$ _____)	
Airbnb	(\$ _____)	
Booking.com	(\$ _____)	
Expedia Collect	(\$ _____)	
Priceline	(\$ _____)	
VRBO/Homeaway	(\$ _____)	
Other market place provider name: _____	(\$ _____)	(\$ _____)

**Total Taxable Room Rent** \$ \_\_\_\_\_

**City of Altoona Room Tax at 7%** x .07

**Total Room Tax** \$ \_\_\_\_\_

**Less 2% Administrative Fee** *(if paid by the due date)* (\$ \_\_\_\_\_)

**Net Tax Due** \$ \_\_\_\_\_

*I hereby certify that the information supplied hereon is accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature of owner or authorized agent      Date

Title: \_\_\_\_\_

**Please mail this form along with your payment no later than the 30<sup>th</sup> of the month following the reporting month to:**

City of Altoona  
1303 Lynn Avenue  
Altoona, WI 54720

↓ *Office use only* ↓

Amount Received \$ \_\_\_\_\_

Delinquent? Yes  No

2% Administrative Fee Cancelled \$ \_\_\_\_\_

6% Interest from Due Date \$ \_\_\_\_\_

\$10.00 Late Filing Fee \$ \_\_\_\_\_

Other Penalties Applied \$ \_\_\_\_\_