

# TOWN OF ST. GERMAIN

Jeanna Vogel – Treasurer  
P O Box 67 – St. Germain, WI 54558  
715-891-1876 stgermaintreasurer@gmail.com

## Room Tax Instructions

Per our Room Tax Ordinance, you must file an updated registration form by June 30 of each year – see the TownofStGermain.org website for the applicable form. The form should be returned to PO Box address listed above or you may send an electronic copy via email.

As a reminder, the current tax rate is 4.5% and is collected on your lodging revenues. If you use AirBnB, VRBO, or another marketplace provider, please check that your taxes are being charged accordingly.

- For those who report on a quarterly basis, reports and taxes are due on or January 31, April 30, July 31, and October 31.
- For those who report on a monthly basis, reports are due 30 days after the end of each month.
- A report form is required for each filing period, even if you have no tax to report. However, if your business does not operate during the winter season, you may send in reports in advance stating that you have zero revenue for the applicable months/quarters.
- Please note that the late filing penalty is Twenty Dollars (\$20.00) for the first offense and then increases to Fifty Dollars (\$50.00) for each subsequent offense. Please return your report forms in a timely manner to avoid this penalty.

Let me know if you have any questions.

Sincerely,

TOWN OF ST. GERMAIN

*Jeanna Vogel*

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Town Treasurer