

Effective January 1, 2020

Dear Lodging Facility:

Due to the recent Room Tax Law changes in collecting the 7% local room taxes, the City of Ripon has changed the Room Tax Report. The report has been split into two sections, Direct Marketing and Online Marketplace.

The Direct Marketing room tax receipts are the funds collected from your direct marketing of a room booked or sold by your hotel/motel/lodging facility. This information will be reported on the upper part of the report under Direct Marketing Gross Room Receipts, Number of Stays, and amount due to the City for the 7% room tax. You will continue to complete Room Tax Report and remit the 7% room tax due to the City of Ripon on a quarterly basis.

The Online Marketplace are the room receipts and number of stays facilitated by an online marketplace provider, such as Airbnb, Expedia, or others, for your hotel/motel/lodging facility. According to the 2019 Wisconsin Act 10, the local room tax will be collected and remitted by the online marketplace provider. For auditing purposes, the Gross Room Receipts and Number of Stays will be reported to the City of Ripon in the lower part of the Room Tax Report.

Please use the room tax report form on the website for future quarterly reports submitted to the City of Ripon.

If you have any questions, please feel free to contact me.

Sincerely,

Ann Wuest

Finance Manager

Email: awuest@cityofripon.com

Phone: 920-748-4911