



VILLAGE OF WEST MILWAUKEE

4755 WEST BELOIT ROAD
WEST MILWAUKEE, WI 53214
TELEPHONE (414) 645-1530
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www.westmilwaukee.org

Hotel and Motel Transient Room Tax Monthly Return

From: _____
Hotel Name

Monthly Ending: _____
(Month/Year)

Company Name

Street Address

Report Due: _____
(Month/Year)

City, State, Zip Code

(1) If all income is from non-transient guests, check this box, sign and return this form.

(2) Gross receipts: \$ _____

(3) Deductions (from below, line F): \$ _____

(4) Taxable Room Rent: \$ _____

(5) Village of West Milwaukee Room Tax (8%): \$ _____
X0.08

(6) Tax due to "Village of West Milwaukee": \$ _____

(7) Attach a copy of WDOR Sales and Use Tax Return.

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

Printed Name: _____

Signature: _____

Signature Date (Month/Day/Year): _____

Note: The tax imposed for the month is due and payable on the last day of the month. A return shall be filed with the Village Treasurer, by those furnishing at retails such rooms and lodgings on or before the same date on which such tax is due and payable. Such return shall show the gross room receipts of the preceding calendar month from such retail furnishings of room or lodging, the amount of taxes imposed for such period, and such other information as the treasurer deems necessary. Each person required to file such monthly return shall, with their first return, elect to file an annual calendar year or fiscal year return. Such annual return shall be filed within 90 days of the close of each such calendar or fiscal year.

Make checks payable to: Village of West Milwaukee

Mail payment to: Village of West Milwaukee Clerk's Office
4755 W. Beloit Rd.
West Milwaukee, WI 53214

Need help filling out this form?

- (1) If all income is from non-transient guests (those staying over 30 days), check the box, sign, and return this form.
- (2) Gross Receipts → for the period covered by this form, use the same figure as Line #1 of the State of Wisconsin Sales and Use Tax Return, Form ST-12.
- (3) Deductions → add the total deductions calculated below (A-E) for “Total Deductions” (F), or the same figure as Line #6 on the State of Wisconsin Sales and Use Tax Return Form ST-12
 - A. Sales for which you received exemption certificates: _____
 - B. Sales of exempt property and services (sales that occurred outside Wisconsin, real property, groceries, and highway fuel, etc.): _____
 - C. Sales returns, allowances, and bad debts: _____
 - D. Wisconsin Sales Tax – 5% (if included in gross receipts on line 2): _____
 - E. Other (guest, laundry, phone, vending, newspaper, in room movies): _____
 - F. Total Deductions: _____
- (4) Taxable Room Rent → Calculate using Gross Receipts minus Deductions