



City of Burlington

FINANCE DEPARTMENT

300 N. Pine St. • Burlington, WI • 53105-1435

Tel: 262.342.1161 • Fax: 262.763.3474

<https://www.burlington-wi.gov/545/Local-City-Room-Tax>

Quarterly Room Tax Collection Report

The City of Burlington charges an **8% local tax** on Hotel, Motel, Inn, Bed & Breakfast and Rooms rented locally and through on-line sources. If the room is rented through an on-line source such as VRBO, AirBNB etc., the on-line vendor is responsible for the reporting and payment of the room tax. Only report gross receipts actually sold and used in the quarter booked through non-online sources. This Quarterly Room Tax Collection report and payment is due on or before the 15th day of the month following the end of each quarter and covers room receipts for the prior quarter. Please check the box next to the quarter you are filing and enter the year on the line provided.

Quarter	End Date	Due Date	
<input type="checkbox"/> 1	March 31	April 15	
<input type="checkbox"/> 2	June 30	July 16	Reporting Year: _____
<input type="checkbox"/> 3	September 30	October 15	
<input type="checkbox"/> 4	December 31	January 15 (Next year)	

ROOM TAX RECEIPTS FOR QUARTER CHECKED ABOVE:	Receipts
1. Gross Room Receipts	
2. Less: Exempt Non-Transient Room Receipts	
3. Taxable Room Receipts (Line 1 minus Line 2)	
4. Gross Room Tax (Multiply Line 3 by .08)	
5. Interest on Late Payment from Prior Quarter*	
6. Total Tax Due (Line 4 plus Line 5)*	

*Unpaid occupancy taxes bear interest at 1% per month from the due date of the return until the paid date.

I certify the above information supplied is true and correct, to the best of my knowledge

Your Name: _____

Name of Business: _____

Address: _____

City, State, Zip: _____

Signature: _____

Your Title: _____

Date: _____

Please Make Checks Payable and Mail to: **City of Burlington Treasurer**
300 North Pine Street
Burlington, WI 53105-1435