

Town of Winchester
Application for Accommodation Tax Authorization

Revision 23 June 2024

Please answer all questions completely.
Please type or print clearly.

Return the completed application to:
Town of Winchester Clerk
7228 Highway W
Winchester, WI 54557
715-686-2123

Name of property to be rented _____
Physical address of rental property _____
Name of owner _____
Mailing Address of owner _____
E-mail address of owner _____
Phone number of owner _____

- Legal organization (circle one) Sole proprietorship / Partnership / Corporation / LLC
- Wisconsin Seller Permit # (please attach a copy of the permit)¹ _____
- Vilas County Tourist Rooming House Permit # from Planning and Zoning (please attach a copy of the permit or application)² _____
- Vilas County Tourist Rooming House License # from Health Department (please attach a copy of the license or application)³ _____
- Do you use a Marketplace⁴ Yes / No / Sometimes _____
- If so, which companies _____

Resident agent:⁵
 Name of agent _____
 Address of agent _____
 E-mail address of agent _____
 Phone number of agent _____

I hereby certify that the answers to the above questions are true and correct to the best of my knowledge and have read the information included in the instructions and will comply as required.

Signature of Owner _____
Date _____

For Town use only:

Validation by town Clerk _____
Validation by town Treasurer _____
Authorization number _____

Definitions:

Application for an Accommodation Tax Authorization: Every person or organization furnishing rooms or lodging or owning or operating a hotel or a motel or short-term rental in the Town of Winchester shall file an application for an Accommodations Tax Authorization for each place of business. Every application for an Accommodations Tax Authorization shall be made upon this form prescribed and provided by the Town. No tax will be collected before January 1, 2025.

- 1) Wisconsin Seller's Permit: A seller's permit is required for every individual, partnership, corporation, or other organization with a Wisconsin sales location making retail sales, including leases, licenses, or rentals, of taxable products in Wisconsin, unless all sales are exempt from sales or use tax. Additional information can be found at <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>
- 2) Vilas County Tourist Rooming House Permit: The operation of a Tourist Rooming House (TRH) in most of Vilas County requires an annual permit from the Zoning & Planning Department. Tourist rooming houses - often called short term rentals - generally consist of single-family dwellings, cabins, or apartments which are rented for a term of less than 30 days and are often listed online with such services as AirBNB, VRBO, or Vacasa. Additional information can be found at https://www.vilascountywi.gov/departments/administration_officials/zoning_and_planning/tourist_rooming_.php
- 3) Vilas County Tourist Rooming House License from the Health Department: the Department of Public Health requirements for safe operation can be found at https://www.vilascountywi.gov/departments/services/public_health_department/environmentalhealthapps.php
- 4) Marketplace: A person that provides a platform through which a lodging operator, or the authorized agent of the lodging operator, offers a short-term rental or vacation rental to an occupant. Examples of such services are AirBNB, VRBO, or Vacasa. It is the owner's responsibility to pay any taxes due in event of marketplace inaccuracy and advised to review [Wisconsin State Statute 66.0615\(2\)](#) regarding tax payment obligations.
- 5) Resident Agent: A resident agent is required for all tourist rooming houses. The owner may be the resident agent if they meet all requirements of this section.
 - a) The resident agent must be an adult person residing within Vilas County or within a forty (40) mile radius of the subject tourist rooming house or a corporate entity with physical offices located within Vilas County or within a forty (40) mile radius of the subject tourist rooming house.
 - b) The resident agent must be authorized by the owner to act as the agent for the owner for the following purposes:
 - i) Receipt of service of notice of violation of the provisions of this Ordinance;
 - ii) Service of process pursuant to this Ordinance; and
 - iii) Granting permission for Vilas County or its agents to enter the property permitted under this Article for the purpose of inspection and enforcement of all Ordinances for which the Department is responsible.

Instructions:

- 1) The cost for this Accommodations Tax Authorization is \$25 and should be returned with the form.
- 2) The purpose of this Accommodations Tax Authorization is to prepare the Town and the Owner for the collection and reporting of the Accommodations Tax.
- 3) Please complete this form and mail to the address listed on the form.
- 4) The Clerk and Treasurer will review the form for completeness, assign an authorization number and return a copy of the form to the owner.
- 5) Additional information and forms can be found on the town website.